

CITY OF FRONTENAC



MINUTES OF THE CITY OF FRONTENAC BOARD OF ALDERPERSON JANUARY 18, 2022

The January 18, 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 Brian Warner (in-person); Dan Kemper (video); Jamie Griesedieck (video); Tom O'Brien (in-person); Nalini Mahadevan (video); and Dan Millman (video). Meeting was held virtually for guests.

Also, in attendance was City Administrator, Jaysen Christensen (in-person); City Clerk, Leesa Ross (video); City Attorney, Kevin O'Keefe (in-person); Police Chief, Mark Guttman (video); Fire Chief, Floyd Blake (phone); Public Works Director, Jeff Wappelhorst (phone); Finance Officer, Lea Ann Bennett (phone); and Building Commissioner, Jared Reid (video). Also in attendance was City Building Consultant, Ellen Rottjakob.

The Pledge of Allegiance was stated.

A. MOTION TO APPROVE AGENDA

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

B. PUBLIC HEARING

1. Request approval to rezone property located at 11411 North Forty Drive from R-1 to PD-R.
2. Request approval of a preliminary development plan for property located at 11411 North Forty Drive for an 11-lt single-family development by Simon Homes.

Ms. Rottjakob discussed the staff report and the request from Simon Development for rezoning approval of 2 ½ acres from R-1 Residence to PDR, Planned Development Residential, for a single-family development for 11411 North Forty Drive. This issue was considered at the Planning & Zoning Commission meeting in December. The entire site is approximately 5.5 acres. The PDR is necessary as the lots will be less than one acre. The proposal is for eleven single-family unattached homes. The Planning & Zoning Commission approved to adopt this proposal and the final development plan. Ms. Rottjakob asked for an update on MoDOT's approval and MSD's overview of the plan. The recommendations along with approval from the Planning & Zoning Commission were; preliminary and final subdivision must be approved by them (Planning & Zoning Commission) and that the Architectural Review Board must review all six home styles, the tree preservation plan, and landscape plan. They also requested MoDOT's approval on North Forty.

Mr. Barry Simon presented the plans for the rezoning and development plan. His request is to rezone the property from R-1 residential to PD-R planned development residential and add an eleven-lot development, on the property of 11411 North Forty Drive. The property is located in two municipalities and the entry we be located in Frontenac. The property is 5.75 acres, that currently has a vacant building, with two parcels 3.50 in Westwood and approx. 2.5 in Frontenac. Mr. Simon went over the development plan. He stated five homes will be built in Frontenac and six homes will be built in Westwood. The southern portion Frontenac, the northern portion Westwood. Two water sheds will be onsite and will drain into storm systems. He hopes to have all approvals by the end of April. He presented the preliminary development schedule from April through the end of November. He said he has community support of the project by a majority of the surrounding property owners. He said he has 100% of the homes to the west and said the properties to the east, four of the six property owners sent in support of the development. The development will be eleven fee simple homes, where the homes and lots will be owned. The square footage of the homes will be between 2,700 square feet to 5,000 square feet. He estimates the prices to be between \$1.1 to \$1.45 million. He presented the different plans of the homes. Most homes will have finished lower levels. Features of the homes were presented.

Alderson Mahadevan has concerns about water runoff. Mr. Simon said all water will be contained on site in swales. Alderson Mahadevan asked about asbestos on the existing property. Mr. Simon stated he did a survey in 2017 and said proper abatement will take place with a report from SCI. Alderson Mahadevan asked about a few property owners who did not approve the request. Mr. Simon stated they did not respond, but they did not object. Alderson Mahadevan asked about trees on the property. Mr. Rusty Saunders of Loomis discussed the landscape plan. Some of the evergreen trees will remain, other types of trees will be removed and replanted.

Alderson Kemper asked the name of the street and neighborhood. The development will be named the Enclave of Frontenac and Westwood. At this time, they do not have street names.

Alderson Griesedieck asked about the two Frontenac residents who we have not heard from. Mr. Simon stated they did not disapproval of the development. Alderson Griesedieck asked about the front entry garages on the homes. Mr. Simon said the lots to the east are 80 feet in width and the lots to the west are 100 feet in width. He said on the smaller lots, they will have to have front entry garages. Mr. Griesedieck asked about ten homes instead of eleven, to get side entrance garages. Mr. Simon stated ten homes will not work for him, he must do an eleven-home development.

Alderson Millman asked when was this property first looked at? Mr. Simons said over five years. Alderson Millman stated he is concerned with the density and brought up another Simon Home development near St. Luke's Hospital, Maryville University and Highway 141. He asked could they do fewer homes with less density. Mr. Simon stated no, he has to have eleven homesites to make this site work. He said this is being created for empty-nesters. Alderson Millman again stated he was concerned about the density of the property.

3. Request approval to amend the Conditional Use Permit governing the Tenant Signage Criteria for Frontenac Commons located at 2021 S. Lindbergh Boulevard.

Ms. Rottjakob stated this is a request to amend a conditional use permit for the Frontenac Commons Center. Mr. Gary Cowles is working with DESCO for a 45-foot sign on the ground level. The current ordinance allows for signage up to 25 feet. The 45-foot sign is for a law firm, Harrison Held, LLP which will be occupying half of the first floor. The original conditional use permit had multiple tenants on the first floor, and each to have one 25-foot sign. The Planning & Zoning Commission reviewed this request and recommended approval of the 45-foot sign for the law firm. The commission said if they left the space, the new tenant would have to comply with the current conditional use permit or have it reviewed and amended. The sign will be moved to the west side of the building. There will be no signage on Lindbergh.

Alderson Mahadevan said there is another law firm at Lindbergh and Conway, and she said there were quite a few objections to their request for a 45-foot sign. Ms. Rottjakob said yes, that went to the Board of Adjustment and was allowed the sign. Ms. Rottjakob said this is for one sign that will not face Lindbergh. There was an explanation of the passage by the Board of Adjustment, and that it does not set precedent. Mr. O’Keefe stated this does not establish a new precedent or standard for signs.

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

No one made comments at this time.

D. MAYOR’S COMMENTS, REPORTS, APPOINTMENTS

Mayor Hatfield stated while looking at the February meeting agenda, there is only one strategic plan update, and she suggested canceling the February meeting, unless there is something significant or time sensitive that may come up. If needed a special meeting may be needed.

Mayor Hatfield asked for a motion to cancel the February 15, 2022 Board of Alderpersons meeting.

MOTION: Alderson Warner motioned and Alderson Millman seconded to cancel the February meeting. All alderpersons voted “Aye”. The vote was unanimous. Motioned passed by a vote of 6-0.

E. COMMENTS BY BOARD OF ALDERPERSON MEMBERS

Alderson O’Brien asked did people who were moved from Ward 2 to Ward 3, were there any objections. Mayor Hatfield stated she had one request to meet with one person. Mr. Christensen stated letters were mailed out to the residents, advising them of the change.

F. REPORTS OF OFFICERS AND COMMITTEES AND APPROVED MINUTES

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|----|---|------------------------|
| 1. | Planning & Zoning Commission: | July and November 2021 |
| 2. | Ways & Means Committee: | November 2021 |
| 3. | Public Works Commission: | None |
| 4. | Building Commissioner
& Zoning Administrator | December 2021 |

Mayor Hatfield stated the above reports will stand as submitted.

G. CITY STAFF'S REPORT

1. City Clerk

Ms. Ross made no comments at this time.

2. Finance Officer

- December 2021 Financial Report

Ms. Bennett stated revenues are \$1.2 million above budget due to the increase in real estate taxes and the improvement of sales taxes. She said expenses are up 3% and sales tax continues to improve over what was projected.

3. City Administrator

Mr. Christensen said he wanted to introduce Beth Quindry, the lead of the St. Louis office, of Shockey Consulting. Ms. Quindry will support Ms. Rottjakob if she is unable to attend.

Mr. Christensen gave an update on Geyer Road. There will be an ad hoc committee meeting in February. They are waiting on information from Weiss Group. He said Ameren will give information on the cost of relocating telephone poles. He believes that will be their cost. The city is also awaiting information from the State Historical Office regarding the sidewalk near the old church, and a formal response from MSD. Mayor Hatfield stated the next meeting will be Wednesday, February 16 – 5:30 to 6:30 p.m.

4. Strategic Plan update from police, fire and building departments.

Chief Guttman gave an update and stated 2021 ended a three-year accreditation period. They will have an onsite visit in 2022. He stated the police department is back to full staff. He stated their Facebook page has 1500 follows and they average 200 posts per year. The department attended over a dozen subdivision meetings last year, and they started their "Lock it or Lose it, 9 pm" campaign. The Citizen Police Academy is back up and running. He said they had a crime clearance rate of 88% and a property clearance rate of 22%. POST Training was complete by all officers with an average of 51 training hours per officer. Body cameras are currently in use. He also discussed license plate reader cameras and said our department is partnering with neighboring cities.

Chief Blake will give a report at the March meeting.

Mr. Reid stated he reviewed the building commissioner reports for 2021, and the average time to issue a permit was 50 days. The permit tracking spreadsheet, which was implemented is working and the

time has been cut down to 30 days. The tracker helps to alert with plan reviews and keeps things from falling through the cracks. He said he will begin to track ARB and building review separately.

Mayor Hatfield had questions about problem sites and how to track problem properties, such as the home on Geyer Road. She asked could the Board of Alderpersons get updates on what is going on with these properties. Mr. Reid said he would work on this and suggested adding something in the weekly newsletters. Mayor Hatfield thanked Mr. Reid for establishing the tracking system and the turnaround time on getting permits out.

H. CONSENT AGENDA:

1. Minutes – December 21, 2021
2. Warrant lists for December 1 – December 31, 2021

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

MOTION: Alderperson Warner made a motion and Alderperson O'Brien seconded the approval of the consent agenda.

ROLL CALL VOTE: Alderperson Kemper, "Aye"; Alderperson Mahadevan, "Aye"; Alderperson O'Brien, "Aye"; Alderperson Warner, "Aye"; Alderperson Griesedieck, "Aye"; and Alderperson Millman, "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. Annual Audit Report presented by Sikich LLP.

Mr. Mike Williams of Sikich presented the audit report. He stated the audit report included the transmittal letter from the city dated December 16, 2021, which has a lot of good information about the city. He also mentioned the city's receipt of the Certificate of Achievement for the FY2020-2021 audit. He stated the auditor's opinion is the financial statement was presented fairly and is a clean opinion. He presented info on the assets and liabilities of the city. Things noted were investments, capital assets, the LAGERS pension plan, certificate of participations, the lease purchase agreement, and capital items.

Three comments were issued regarding escrows, comp time balances, and reconciliation of the court bank account. He said three items were resolved from last year. He also stated no adjustments are needed to be made this year. There was some discussion on the comp plan balances and the building escrows.

2. **Bill No. 2022-2016:** An ordinance rezoning property located at 11411 North Forty Drive to the Planned Development – Resident (PDR) Zoning District and approving a preliminary development plan relating thereto.

Aldersperson Millman stated he may have a conflict of interest and he wished to reclude himself from this bill.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2022-2016.

MOTION: Aldersperson Warner made a motion and Aldersperson O’Brien made a second for a second reading of Bill No. 2022-2016. All Alderspersons present voted “Aye”. The vote was unanimous.

MOTION PASSED.

Bill No. 2022-2016: An ordinance rezoning property located at 11411 North Forty Drive to the Planned Development – Residential (PDR) Zoning District and approving a preliminary development plan relating thereto.

Mayor Hatfield asked for a motion to approve Bill No. 2022-2016.

MOTION: Aldersperson Warner made a motion and Aldersperson Kemper seconded approval of Bill No. 2022-2016.

Mayor Hatfield asked Ms. Ross to call the roll.

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

MOTION PASSED by a vote of 5-0.

Bill No. 2022-2016 became Ordinance No. 2022-1967.

3. **Bill No. 2022-2017:** An ordinance amending the conditional use permit for site and building signage for the planned development located at 2021 and 2051 South Lindbergh.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2022-2017.

MOTION: Aldersperson Warner made a motion and Aldersperson Kemper seconded for a second reading of Bill No. 2022-2017. All Alderspersons present voted “Aye” except Aldersperson Mahadevan, who voted “Nay”. The vote was not unanimous. **MOTION PASSED by a vote of 5-1.**

Bill No. 2022-2017: An ordinance amending the conditional use permit for site and building signage for the planned development located at 2021 and 2051 South Lindbergh.

Mayor Hatfield asked for a motion to approve Bill No. 2022-2017.

MOTION: Aldersperson Warner made a motion and Aldersperson Kemper seconded approval of Bill No. 2022-2017.

Mayor Hatfield asked Ms. Ross to call the roll.

ROLL CALL VOTE: Alderperson Griesedieck, “Aye”; Alderperson Kemper, “Aye”; Alderperson O’Brien “Aye”; Alderperson Millman, “Aye”; Alderperson Mahadevan, “Nay”; and Alderperson Warner, “Aye”. The vote was not unanimous. **MOTION PASSED by a vote of 5-1.**

Bill No. 2022-2017 became Ordinance No. 2022-1968.

4. **Bill No. 2022-2018:** An ordinance authorizing an STP-Urban Program Agreement with the Missouri Highways and Transportation Commission for improvements to Spoede Road Bridge, Federal Project No. STP-5503(609).

Mr. Christensen stated the city applied for a grant for the Spoede Road bridge replacement. The city received notice that we were awarded an 80% grant up to \$682,000 for construction. This bill will accept the funds and authorize the mayor to proceed with construction. This is the bridge over Deer Creek, near Villa Duchesne.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2022-2018.

MOTION: Alderperson O’Brien made a motion and Alderperson Warner seconded for a second reading of Bill No. 2022-2018. All Alderpersons present voted “Aye”. The vote was unanimous. **MOTION PASSED.**

Bill No. 2022-2018: An ordinance authorizing an STP-Urban Program Agreement with the Missouri Highways and Transportation Commission for improvements to Spoede Road Bridge, Federal Project No. STP-5503(609).

Mayor Hatfield asked for a motion to approve Bill No. 2022-2018.

MOTION: Alderperson O’Brien made a motion and Alderperson Warner seconded approval of Bill No. 2022-2018.

Mayor Hatfield asked Ms. Ross to call the roll.

ROLL CALL VOTE: Alderperson Warner, “Aye”; Alderperson Griesedieck, “Aye”; Alderperson Kemper, “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. 2022-2018 became Ordinance No. 2022-1969.

5. **Bill No. 2022-2019:** An ordinance amending Chapter 100 of the Frontenac City Code pertaining to issuance of permits, licenses, franchises or other approvals.

Mr. O’Keefe stated this is recommended from their office. He stated if a person is conducting themselves contrary to city ordinance, the city does not have to issue a permit, due to them being in violation. He said this is mainly for construction of violations. He said they must clean one up before they apply for and get approved for another.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2022-2019.

MOTION: Alderperson Warner made a motion and Alderperson O'Brien seconded for a second reading of Bill No. 2022-2019. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

Bill No. 2022-2019: An ordinance amending Chapter 100 of the Frontenac City Code pertaining to issuance of permits, licenses, franchises or other approvals.

Mayor Hatfield asked for a motion to approve Bill No. 2022-2019.

MOTION: Alderperson Warner made a motion and Alderperson O'Brien seconded approval of Bill No. 2022-2019.

Mayor Hatfield asked Ms. Ross to call the roll.

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

Bill No. 2022-2019 became Ordinance No. 2022-1970.

6. **Resolution No. 2022-474:** A resolution authorizing the purchase of one additional police patrol vehicle for the Frontenac Police Department.

Chief Guttman received asset forfeiture funds in the amount of \$31,692 in December from a case from March 2019. He said he would like to use the funds to purchase an additional police vehicle for their fleet.

Mayor Hatfield asked for a motion to approve Resolution No. 2022-474.

MOTION: Alderperson Warner made a motion and Alderperson Mahadevan seconded the approval of Resolution No. 2022-474.

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

7. **Resolution No. 2022-475:** A resolution authorizing the Mayor, on behalf of the City of Frontenac, Missouri, to contract Baker Tilly US, LLP for consulting services related to the American Rescue Plan Act and Infrastructure Investment and Jobs Act.

Mayor Hatfield said we don't need a consultant for the use of ARPA funds, as rules were simplified but the piece that remains is a soft match of \$2.8 Billion for infrastructure for roads and bridges or due to the infrastructure bill that passed. Mr. Christensen stated he, Mayor Hatfield and Ms. Bennett met with

the company recently. This resolution is for a reduced scope of work and is not to exceed \$10,000. The scope of work is for projects to help with matching funds and other funds eligible, specifically for the Geyer Road project.

Mayor Hatfield asked for a motion to approve Resolution No. 2022-475.

MOTION: Alderperson Millman made a motion and Alderperson Kemper seconded the approval of Resolution No. 2022-475.

ROLL CALL VOTE: Alderperson Mahadevan, “Aye”; Alderperson Kemper, “Aye”; Alderperson Warner, “Aye”; Alderperson O’Brien, “Aye”; Alderperson Millman, “Aye”; and Alderperson Griesedieck, “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

MOTION: Alderperson Warner made a motion and Alderperson Kemper seconded to go into executive session for purposes of RSMO 610.021 (1) Legal.

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

L. ADJOURNMENT

MOTION: Alderperson O’Brien made a motion and Alderperson Millman seconded to adjourn the regular meeting. All Alderpersons presented voted “Aye”. The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

The meeting was adjourned at 8:03 p.m.