

# CITY OF FRONTENAC



## MINUTES OF THE CITY OF FRONTENAC BOARD OF ALDERPERSONS JULY 18, 2023

The July 18, 2023 regular meeting of the Board of Alderpersons of the City of Frontenac was called to order at 6:15 p.m. with Kate Hatfield, presiding. The Alderpersons present were Pat Kilker, Meg Mannion (participated via video), Jamie Griesedieck (participated via video), Scott Mullis, and Tom O'Brien. Alderperson Millman was absent.

Also, in attendance was City Administrator, Scott Schaefer; City Clerk, Leesa Ross; City Attorney, Edward Sluys; Police Chief, Mark Guttmann; Fire Chief, Floyd Blake; Assistant Fire Chief, Kevin Halloran; Public Works Director, Jeff Wappelhorst; Finance Officer, Lea Ann Bennett; and Building Commissioner, David Fairgrieve.

The Pledge of Allegiance was stated.

### A. MOTION TO APPROVE AGENDA

Mayor Hatfield asked for a motion to approve tonight's agenda.

**MOTION:** Alderperson Mullis made a motion and Alderperson Kilker made a second to approve the meeting agenda. All Alderpersons presented voted "Aye". The vote was unanimous. **MOTION PASSED.**

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

Ms. Mary Nguyen stated she would like to rezone property on the South Outer Road and wanted to discuss her proposal with the Board of Alderpersons. Mayor Hatfield advised that she needed to complete a building permit application with the building department, and suggested she contact Mr. Fairgrieve on the subject.

### C. MAYOR'S COMMENTS, REPORTS, APPOINTMENTS

Mayor Hatfield congratulated the following employees on work anniversaries.

Fire Captain Mike Teague, 33 years  
Police Department Communications Records Manager, Gary McDaniel, 28 years  
Police Lieutenant Rob Sconce, 20 years  
Patrol Officer Mike Barron, 16 years  
Detective Bryant Wuertz, 14 years  
Patrol Officer, Derrick Flannigan, 5 years  
Firefighter/Paramedic Jacob Winford, 3 years

Mayor Hatfield thanked Jeff Wappelhorst and the public works department for their work assisting the Frontenac Garden Club with watering the plants on the roundabouts.

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

No comments were made 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:      | June 2023 |
| 4. | Building Permit Report:       | June 2023 |

Mayor Hatfield stated the above reports will stand as submitted.

**F. CITY STAFF'S REPORT**

1. City Clerk

Ms. Ross advised of upcoming meetings on Tuesday, August 15 and stated the September meeting is normally moved back to give the city time to set the tax rate which is due September 30. She asked would Wednesday, September 27 work for everyone's schedule. Everyone stated both dates worked for them.

2. Finance Officer

Ms. Bennett stated she is working on getting numbers form FY 21-22 year and FY 23-24 budgets in the format to upload into ClearGov. She said this should be completed in a few weeks. Mayor Hatfield asked about the budgeting modules. Ms. Bennett stated it is not scheduled yet. Mayor Hatfield stated she would like to see the beta version of the Strategic plan also uploaded.

3. City Administrator Report

Mr. Schaefer stated the administrative staff is putting together a job description for a part-time receptionist to support admin, finance, courts, and the building departments. He stated he is looking at hourly rates and job expectations, and he intends to post the job soon. Mayor Hatfield stated the job is not benefit eligible and should be on a per diem rate.

#### 4. Strategic Plan Updates

- IT Strategic Plan Update

Mr. Schaefer stated he is looking at what we have and what we need to do regarding IT issues. He has reviewed the wish list of items presented by Acumen from the department heads. He stated he will come back in August to present projects which need to be handled. He will also loop items into the strategic planning document to identify costs for this year and the upcoming years going forward. The Board of Alderpersons set aside \$150,000 for IT needs. He said he would prioritize and establish this year's needs which include a new phone system, website, AV in the council room, cyber security upgrades, and computer upgrade. Mr. Schaefer again stated he will have an update in August.

- Finance Officer Report – ClearGov

Ms. Bennett stated she is working on getting numbers form FY 21-22 year and FY 23-24 budgets in the format to upload into ClearGov. She said this should be completed in a few weeks. Mayor Hatfield asked about the budgeting modules. Ms. Bennett stated it is not scheduled yet. Mayor Hatfield stated she would like to see the data version of the Strategic plan also uploaded.

#### G. CONSENT AGENDA:

1. Minutes – June 20, 2023, Regular Board of Alderpersons Meeting
2. Warrant lists for June 1 – June 30, 2023
3. **Resolution No. 2023-534**: A resolution authorizing the city administrator on behalf of the City of Frontenac, Missouri to purchase three (3) replacement patrol vehicles for use by the police department.
4. **Resolution No. 2023-535**: A resolution authorizing the City Administrator on behalf of the City of Frontenac, Missouri to purchase a 2023 Chevy Silverado 5500 crew cab dump truck and chassis for use by the public works department.
5. **Resolution No. 2023-536**: A resolution authorizing the mayor, on behalf of the City of Frontenac, Missouri to approve a task order with the Lochmueller Group for engineering and design services relating to Gold Dust Avenue.

**MOTION**: Alderperson Kilker made a motion and Alderperson Mannion made a second to approve the consent agenda.

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

## H. UNFINISHED BUSINESS

There was no unfinished business.

## I. NEW BUSINESS:

1. **Bill No. 2023-2066**: An ordinance amending the personnel handbook for the City of Frontenac.

Mayor Hatfield stated this is an update to the personnel manual to include the personal day granted in January to all employees, and to add items resulting in the passage of the CBA, also in January. She said there were other minor changes made to the drug policy.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2023-2066.

**MOTION**: Alderperson Mullis made a motion and Alderperson Kilker made a second to the motion to approve a second reading of Bill No. 2023-2066. All alderpersons presented voted "Aye". The vote was unanimous. **MOTION PASSED.**

Mayor Hatfield asked Ms. Ross for a second reading of Bill No. 2023-2066.

**Bill No. 2023-2066**: An ordinance amending the personnel handbook for the City of Frontenac.

Mayor Hatfield asked for a motion to approve Bill No. 2023-2066.

**MOTION**: Alderperson Kilker made a motion to approve Bill No. 2023-2066 and Alderperson Mullis made a second for approval.

Mayor Hatfield asked Ms. Ross for a roll call of the Board of Alderpersons.

**ROLL CALL VOTE**: Alderperson O'Brien, "Aye"; Alderperson Mannion, "Aye"; Alderperson Griesedieck, "Aye"; Alderperson Mullis, "Aye"; and Alderperson Kilker, "Aye". All Alderpersons present voted "Aye." The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

2. **Bill No. 2023-2067**: An ordinance to readopt Chapter 125 of the Code of Ordinances of the City of Frontenac, Missouri regarding conflicts of interest.

Ms. Ross advised this ordinance is readopted each year and it pertains to the conflicts of interests and all the elected and appointed people who must file each year. The city updates the list each year, and each filer is supposed to file by December 31.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2023-2067.

**MOTION:** Alderperson Mullis made a motion and Alderperson Kilker made a second to the motion to approve a second reading of Bill No. 2023-2067. All alderpersons presented voted “Aye”. The vote was unanimous. **MOTION PASSED.**

Mayor Hatfield asked Ms. Ross for a second reading of Bill No. 2023-2067.

**Bill No. 2023-2067:** An ordinance to readopt Chapter 125 of the Code of Ordinances of the City of Frontenac, Missouri regarding conflicts of interest.

Mayor Hatfield asked for a motion to approve Bill No. 2023-2067.

**MOTION:** Alderperson Kilker made a motion to approve Bill No. 2023-2067 and Alderperson Mullis made a second for approval.

Mayor Hatfield asked Ms. Ross for a roll call of the Board of Alderpersons.

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

#### **J. MEETING ADJOURNMENT**

Mayor Hatfield asked for a motion to adjourn the meeting.

**MOTION:** Alderperson Mullis made a motion and Alderperson O’Brien made a second to the motion to adjourn the meeting. All alderpersons presented voted “Aye”. The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

The meeting was adjourned at 6:35 p.m.