

**CITY OF FENTON, MISSOURI**  
**625 NEW SMIZER MILL ROAD, FENTON, MO 63026**  
**MINUTES OF THE BOARD OF ALDERMEN COMMITTEE MEETING**  
**THURSDAY, JUNE 9, 2022**  
**7:00 P.M.**

**CALL TO ORDER**

Mayor Maurath called the Board of Aldermen Meeting of the City of Fenton, St. Louis County, Missouri to order at 7:00 p.m. on Thursday, June 9, 2022. The meeting was held at Fenton City Hall and via Zoom Videoconference (RSMo 610.015).

**PLEDGE OF ALLEGIANCE** – Mayor Maurath led the Pledge of Allegiance.

**ROLL CALL**

City Clerk Jane Hungler called the roll:

Alderman Ralph Cruts - *Present*

Alderman Chris Clauss - *Present*

Alderman Robin Huels - *Present*

Alderman Brian Wisbrock - *Present*

Alderman Ron Harrell - *Present*

Alderman Scott Maserang - *Present*

Alderman Susan Jokerst - *Present*

Seven Aldermen were present at the opening of the meeting.

**CITY OFFICIALS PRESENT:**

Mayor Joe Maurath

City Attorney Erin Seele, Esq.

City Administrator Andrea N. Finkbiner

City Clerk Jane Hungler

Public Works Director Dan Howard

St. Louis County Police Captain Kevin Lawson

St. Louis County Police Precinct Sergeant Dilks

Financial Consultant Tammy Alsop

Mayor Maurath acknowledged Planning and Zoning Commission member Deb Abbott and Parks and Recreation Committee member Mike Abbott were also in attendance.

## MAYOR'S COMMENTS

Mayor Maurath shared he is still seeking candidates for the vacant Planning and Zoning and Board of Adjustment seats. Mayor Maurath announced he and other Board, City, and Commission members were invited and attended Grey Eagle Distributing's grand opening earlier in the day. He congratulated and welcomed Grey Eagle Distributing to the City of Fenton.

## PUBLIC COMMENTS

Mike Abbott 1526 Bent Oak Ridge Drive, Fenton MO 63026 spoke relating to the lakes at Fenton Nature Preserve. Mr. Abbott noted at the May 26<sup>th</sup> Board of Aldermen meeting under the Public Works / Forestry monthly update it was announced there would be areas cleared around the lakes for better access. He had concerns on the clearing, however, in discussion after the meeting, he was informed it would be clearing of new growth on existing paths not a clear cut around the whole lake or major portions of the lakes. He expressed he hopes that is the intent and staff have clear direction of such. People and fishermen that visit and use the lakes enjoy the natural settings and he does not want to see the lakes clear cut.

Alderman Harrell made a motion to move the Planning and Zoning, Finance, and Fenton Fire Protection District topics next on the agenda. The motion was seconded by Alderman Wisbrock. Upon a vote being taken, it was announced that the motion was passed unanimously by the Board of Aldermen.

## PLANNING AND ZONING COMMISSION REPORT – *Ald. Harrell, Liaison*

- **Announcements:**
  - Commission presented an Appreciation Certificate to Ron Harrell for his service on the Planning and Zoning Commission.
- **The Planning and Zoning Commission recommended the following:**
  - **Approval, with conditions, of CASE 2022-SUP-07:** A Petition by Dr. William Kowalski, DMD, MS, LLC for a Special Use Permit to operate a Medical Office at 320 Gravois Road, Suite 220. The parcel is zoned "OT-1" Olde Towne.
  - **Approval, with conditions, of CASE 2022-SUP-08:** A Petition by Nick Pass of PassCo Properties for a Special Use Permit to operate a Self-Storage Facility at 747 Gravois Road. The parcel is zoned "C-1" Commercial.
  - **Approval, with amendments, of CASE 2022-REZ-04:** A Petition by Fenton Land Investors, LLC to amend Ordinance 4002, as amended by Ordinances 4017 and 4170, to allow for additional uses in "Area A" of the Fenton Logistics Park Development. Parcels within the development are addressed as 650-1001 Assembly Parkway and 2045-2110 Fenton Logistics Park Boulevard and are zoned "PID" Planned Industrial Park.

Mayor Maurath shared as previous Planning and Zoning liaison he shared background and conditions to the Board for a better understanding of the cases before them.

## **CASE 2022-SUP-07**

### **Conditions of Approval:**

1. This Special Use Permit (SUP) is solely for Dr. William Kowalski, DMD, MS, LLC to operate an approximate 1,265 square-foot Medical Facility (dental office) at 320 Gravois Road, Ste. 220, as indicated on the plans submitted with the Special Use Permit application.
2. The proposed interior remodel will require a separate Municipal Zoning Approval (MZA) by the City of Fenton and Building Permit by St. Louis County.

3. A separate Occupancy Permit will be required before the subject suite can be occupied.
4. Compliance with all other applicable City of Fenton Codes and Ordinances.

Mayor Maurath noted this property was formally used as a medical office and that the doctor is already located in Fenton but simply moving offices for an upgrade.

#### **CASE 2022-SUP-08**

##### **Conditions of Approval:**

1. Approval of this Special Use Permit (SUP) is solely for PassCo Properties to operate a Self-Storage Facility at 747 Gravois Road. However, if construction has not occurred within one (1) year of the issuance of this SUP the same will be null and void.
2. Before construction of the Self-Storage Facility can commence on the property, approval of a Site Development Plan (Site Plan Review) by the Board of Aldermen will be required, in addition to all necessary Building Permits.
3. The adjacent (northeast) .27-acre tract of land included in the conceptual design provided with the application will not be deemed to be included in the approved SUP until such time a Boundary Adjustment Plat is approved, and the .27-acre parcel is rezoned from “R-2” St. Louis County Zoning to “C-1”.
4. Access to the facility via a keypad/passcode will be limited to between the hours of 6 a.m. and 10:00 p.m.
5. Compliance with all other applicable City Codes and Ordinances.

Mayor Maurath noted this request was to build a rather high-end storage facility. Mayor Maurath further noted the petitioner anticipates daily traffic of approximately fourteen (14) vehicles and the Commission placed restrictions on the hours of operation of the storage facility. There was a member of the public at the Commission meeting but following discussion and the conditions added, the member felt comfortable and had no objections to the petition.

#### **CASE 2022-REZ-04**

Petitioner requested additional uses be added to the Planned Industrial District (PID).

Scott Haley, U.S. Capital Development, 7911 Forsythe Boulevard, St. Louis MO 63015, shared an overview of their request of amendments to PID site specific ordinance for the district to help strengthen and make a more vibrant, comprehensive, and diverse opportunity to the highway frontage by adding the additional uses. He noted the additional modified uses are some, but not all, of the uses allowed in the ‘HP-1’ district.

City Administrator Nikki Finkbiner explained the asterisk uses would require special use permit and the medical facility was not to exceed 5,000 square footage. Nikki Finkbiner further noted the red font was revisions made to petitioner’s request by the Planning and Zoning Commission.

*To amend Ordinance 4002, as amended, to allow for additional uses in “Area A” of the Fenton Logistics Park Development, as follows (note uses that will require a SUP are followed by an \*):*

*ATM Facility\*, Business Service Shop, Financial Institution, Healing Arts Establishment\*, Medical Facility, not to exceed 5,000 square foot\*, Personal Service Shop, Pet Grooming Facility, Pharmacy, Recreational Vehicles Sales\*, Automotive Washing Facility\*, Entertainment Facility or Theater, Fitness Instruction Studio, Liquor Store\*, Medical Marijuana Dispensary\*, Pet Day Care and Training Facility, Pet Supply Store, Recreation Facilities (indoor limited)\*, Tavern\*.*

**FINANCE** – *Ald. Cruts, Chairman (Wisbrock, Huels, Jokerst)*

- **Consideration of Property and Casualty Renewals for 2022-2023.**

Amy DiBlasi with Daniel & Henry Company summarized the 2022 renewal. They are proposing renewal with the City's current carriers, with the exception of cyber liability which they are proposing to be moved to Travelers. The total expiring premium for the City is \$244,598 and renewal is offered at \$247,014.

Property, Inland Marine and Excess Earthquake: Travelers has applied a 5% valuation increase to the City's building values for renewal. The City's equipment scheduled total value has also risen by \$109,985. They also include a companion policy to achieve a total earthquake limit of \$25 million. Intact's excess earthquake policy is offered at a cost of \$13,495.

General Liability, Umbrella, Crime, and Worker's Compensation: Renewal is offered through Travelers for these lines, and for all four achieved a premium reduction for renewal. As the YMCA agreement effects payroll, employee count, and heavily reduces the abuse and molestation exposure of the City, Travelers took this heavily into consideration when creating the renewal offer.

Public Officials and Employment Practices: The PO Liability policy incurred a small increase of \$1,538. The underwriter also required an increase to the PO deductible for renewal. The PO claim deductible will increase from \$10,000 to \$15,000. The EPL pricing remained flat and the EPL claim deductible remains at \$10,000.

Auto: There is a slightly lower auto count than last year, however the premium did increase by \$1,381 as Travelers has increased auto liability rates across the board for all customers.

Cyber: The City's current carrier, BCS, elected to no longer provide cyber liability for any US city. The decision results from the rampant and escalating extortion claims, many of which are perpetrated against cities. As these claims increase in frequency and size, carriers have had difficulty charging enough premium to cover these claims and many have exited the cyber market for cities in particular. The City took the necessary measures quickly and effectively to reach the security levels necessary to obtain a cyber quote from Travelers in an extremely volatile and fluid cyber insurance market. Travelers underwriters have been particularly selective with their offers, even more so for cities who have experienced cyber claims. The premium for this line of coverage, however, has increased substantially. The expiring premium through BCS was \$5,150, and Travelers' cyber offer is \$12,902.

Alderman Wisbrock inquired on what other municipalities were doing to protect themselves for Cyber security. Amy DiBlasi shared in the renewal process Fenton was among the first she was aware of to meet all the qualifications on the Traveler's Cyber application to obtain a quote. City Administrator Nikki Finkbinder complimented and credited the City's IT provider, ENT, to ensure the City met those compliances and requirements needed.

Alderman Jokerst complimented Staff on their dedication to keep liability rates down. Mayor Maurath noted Staff's thorough review of properties being covered to ensure they are up to date.

Alderman Cruts made a motion to forward to the June Board of Aldermen meeting the of Property and Casualty Renewals for 2022-2023 as proposed. The motion was seconded by Alderman Huels. Upon a vote being taken, it was announced that the motion was passed unanimously by the Committee.

- **Presentation of the draft 2021 Audit.**

Financial Consultant Tammy Alsop summarized draft 2021 audit report and the audit firm, Botz Deal and Company noted they found no findings or problems with the audit.

Alderman Cruts made a motion to forward to the June Board of Aldermen meeting the 2021 audit. The motion was seconded by Alderman Jokerst. Upon a vote being taken, it was announced that the motion was passed unanimously by the Committee.

- **February 28, 2022, Monthly Financial Report.**

Alderman Cruts summarized the monthly financial report. Alderman Cruts inquired if there were any consideration in changing the monthly report information. There were no requests to change the monthly reports.

### **MISCELLANEOUS**

- **Consideration of a request by the Fenton Fire Protection District to utilize a portion of the Community Development Department building for a temporary fire station.**

Chief and Fire Marshall, Fenton Fire Protection District, were present and explained their request to use the former library space at the Community Development Building during the renovation at Fire House #1 at 845 Gregory Lane to ensure continued service and response time to the community. The utilization of the building would be for sleeping quarters for five (5) crew members, they would shower and eat at other facilities or elsewhere. They would also have a temporary garage structure for their trucks to keep them secure and out of the weather. They anticipate the renovation will take approximately nine (9) months to complete starting in spring of 2023.

Alderman Maserang asked City Attorney Erin Seele her concerns with liability exposure or insurance increases. City Attorney Erin Seele shared she had no concerns as the use would be for sleeping quarters only not cooking and the City would require liability terms in a lease document. Alderman Jokerst expressed concerns for liability of vehicle damage in storms. Fire Marshall shared the vehicles would be moved to other stations in the event of inclement weather. Fire Marshall further stated they would sign waivers citing they would not hold City responsible for their staff or equipment. Chief further stated, if there were consideration of the request the fire district attorney would work with the City attorney to draft an agreement for the usage. They would provide their own internet access.

After discussion, Alderman Huels made a final motion to have Staff and City Attorney work with Fenton Fire District to work on draft agreement to utilize a portion of the Community Development Department building for a temporary fire station. The motion was seconded by Alderman Wisbrock. Upon a vote being taken, it was announced that the motion was passed unanimously by the Board of Aldermen.

### **POLICE/MUNICIPAL COURTS** – *Ald. Clauss, Chairman (Cruts, Harrell, Jokerst)*

No items for discussion.

### **PERSONNEL** – *Ald. Wisbrock, Chairman (Cruts, Huels, Jokerst)*

- **2<sup>nd</sup> Quarter Achievement Awards.**

Each year on a quarterly basis, the City recognizes all employees who have achieved five-year milestones. This quarter, we are recognizing the following April, May, and June anniversary for 2022:

Karen Crayne - Bookkeeper 10 years (\$50.00)

Part-Time Employees will receive five (\$5.00) dollars per year of service. Her achievement and gift certificate will be presented at the June 23, 2022, Board of Aldermen Meeting.

Alderman Wisbrock made a motion to forward to the June Board of Aldermen meeting the 2<sup>nd</sup> Quarter Achievement Award. The motion was seconded by Alderman Jokerst. Upon a vote being taken, it was announced that the motion was passed unanimously by the Committee.

- **Consideration of a revised organization chart and related job descriptions for Public Works/Parks and Recreation.**

As the Board is aware, the YMCA will be taking over the management of RiverChase July 1st. This transition does not include certain positions, specifically those related to the City's outdoor sports programs and park rentals (pavilion, non-City park events, and ballfield rentals/concessions). As it has been discussed, the logical department to capture these positions is Public Works.

A copy of the existing Parks and Recreation Organization Chart (that includes RC positions/duties that will be assumed by the YMCA) and a proposed Parks and Recreation Organizational Chart that will place the outdoor sports, park rentals, and park events under the umbrella of the Public Works Departments was available for review.

In conjunction with the above, the amended job descriptions and associated pay levels to capture the above noted changes as well as a new job description for an Administrative Assistant to assist the Recreation Supervisor carry out certain duties, such as rental reservations and procuring needed equipment and supplies (which is currently being performed by the Public Works Administrative Assistant and Public Works Director) were also made available for review.

Notable changes include:

- A revised job description for a Recreation Supervisor to clearly define the job duties as well as an elevated pay range, from a Grade 9 (\$39,003 - \$57,128) to a Grade 10 (\$42,809 - \$64,918), due to the additional duties and required weekend and night flexibility.
- A new Administrative Assistant position – as noted above.
- Increased pay for the Park Concession Stand Manager (part-time position), from a Level 3 (\$14.46 - \$20.25) to a Level 4 (\$18.80 - \$26.33) due to the direct oversight and management of concession stand staff.
- A new Farmers Market Manager position (part-time) to be on-site and oversee the Farmers Market during the market's season.
- Moving the Athletic Field Grounds back under the Recreation Supervisor (this position was placed under Public Works Department/Public Works Director in 2021).

City Administrator Nikki Finkbiner further shared after discussion with Public Works Director Dan Howard it is requested to table the request for the Administrative Assistant position for further review of part-time or full-time need. City Administrator Nikki Finkbiner further suggested temporarily allowing an increase to the Park Concession Stand Attendant starting wage to \$15 per hour to try to relieve the need of current City Staff covering vacant positions at their current full-time wages to work the concession stand.

Alderman Clauss inquired if the Farmers Market Manager job description needed to include ability to work weekends. City Administrator Nikki Finkbiner stated it would be added to the job description.

Alderman Jokerst expressed she would also like to see position for park arborist to help maintain parks, trails, and lakes and/or a ranger to hike the trails to help monitor usage. She further stated that the Public Works Director position duties just increased to include managing the parks, sports, and rentals and feels his pay should be increased for the additional duties. City Administrator Nikki Finkbiner shared the consideration before the Board now is to allocate the positions that will no longer be under

supervision of RiverChase, however she feels discussion for other positions and other pay increases can be held at a future meeting.

Mayor Maurath expressed there is a Park Officer that patrols the park and a there is a Conservation Agent that the City can rely on for help. Alderman Jokerst expressed she feels there is a need for someone to manage and take care of the trees, not advise/identify what needs to be done.

Alderman Wisbrock made a motion to open the topic to the full Board of Aldermen. The motion was seconded by Alderman Jokerst. Upon a vote being taken, the motion passed unanimously by the Committee.

Alderman Wisbrock made a final motion to approve the revised organization chart and related job descriptions for Public Works/Parks and Recreation with the exception of the new Administrative Assistant position which will be brought back to the Board at a later date for further consideration, and a temporarily increase of Park Concessions Attendant position start to \$15.00 per hour and as discussed. The motion was seconded by Alderman Huels. Upon a vote being taken, the motion passed unanimously by the Board of Aldermen.

- **Discussion regarding Public Works salaries.**

Alderman Wisbrock shared he spoke to Financial Consultant Tammy Alsop and reviewed budget vs. actual salaries for public works staff (less the Public Works Director salary). In 2021 budget was \$1,394,908, actual was \$836,925, only 60% of budgeted leaving a 40% surplus. Currently for 2022 budget \$1,350,000 vs. forecast if positions remain unchanged of \$828,556 (61% of budget). He proposes the current ten (10) employees in public works maintenance (Maintenance Workers I, II, III and the fleet technician) receive a flat \$3 hourly increase to their current hourly wage. The cost of the increase at a full year would be \$72,146 or \$36,073 for the next six (6) months. If approved, it would be a forecasted expense of \$864,629 or 64% of budget for 2022. He shared he is making this suggestion due to the fact that there are several employees actively seeking other employment.

Alderman Jokerst for the record inquired how many public works positions are budgeted for. Alderman Wisbrock replied of these positions sixteen (16). Alderman Jokerst asked if proposal was approved for current employees, would there also be an increase to starting pay for new hire. Alderman Wisbrock shared his proposal is for retention of current employees and further review of starting wage increase needs to be held at a future meeting, and Public Works Director can bring request for above base starting pay to the Board for consideration until there would be a change.

Alderman Maserang shared current fast-food restaurants are advertising a starting wage of \$13-15 per hour and feels the duties of these positions deserve an increase.

Alderman Wisbrock made a motion to open the topic to the full Board of Aldermen. The motion was seconded by Alderman Jokerst. Upon a vote being taken, the motion passed unanimously by the Committee.

Alderman Wisbrock made a final motion to approve the Public Works salaries be increased \$3.00 per hour for the current ten (10) Public Works maintenance workers and fleet technician as discussed. The motion was seconded by Alderman Clauss. Upon a vote being taken, the motion passed unanimously by the Board of Aldermen.

- **Discussion regarding a flex (4-day week) schedule for Public Works.**

Mayor Maurath stated with the price of gasoline increasing, he is proposing the public works employees work four (4) ten (10) hour days to help offset the expense. In discussion with Public Works Director,

the work week can be divided with a Monday-Thursday shift and a Tuesday-Friday shift. Mayor Maurath shared if there would be possibility to implement in other departments, he would not be opposed to it.

City Administrator Nikki Finkbiner expressed she would need to review due to the lower number of office staff to cover the hours and still be available in all departments for the public. City Administrator Nikki Finkbiner further shared if a holiday would be on a scheduled day off, an employee could have a floating holiday, similar to current RiverChase staff holiday scheduling. City Administrator Nikki Finkbiner believes in implementing in Public Works first as a trial to help increase productivity and help employees save expenses. Mayor Maurath noted if gas prices would drop the schedule could return to a five (5) day work week.

Alderman Maserang asked Public Works Director Dan Howard if it would create a burden on him to go to a four (4) day work week schedule. Public Works Director Dan Howard replied no. Alderman Jokerst shared she feels it is a benefit. City Administrator Nikki Finkbiner shared it allows the ability to schedule doctor visits and other needed personal needs to be taken care of and may reduce the need to use Paid Time Off to tend to those needs. Alderman Maserang inquired if it would be mandatory to work four (4) day or could an employee choose to work five (5) day work weeks. City Administrator Nikki Finkbiner replied they could choose either. Alderman Wisbrock stated if it becomes a scheduling hassle it would return to a normal five (5) day work week.

Alderman Wisbrock made a motion to open the topic to the full Board of Aldermen. The motion was seconded by Alderman Jokerst. Upon a vote being taken, the motion passed unanimously by the Committee.

Alderman Wisbrock made a final motion to approve a flex (4-day week) schedule starting with Public Works and reviewing other departments starting next week. The motion was seconded by Alderman Cruts. Upon a vote being taken, the motion passed unanimously by the Board of Aldermen.

#### **COMMUNITY DEVELOPMENT AND AFFAIRS** – *(Harrell, Clauss, Maserang)*

- **Request for Proposals for Mass Alert System.**

City Administrator Nikki Finkbiner shared currently there is a mass alert system through EverBridge (Nixel). The cost to the City is \$4,000 annually. The current contract expires September 7, 2022. There is a thirty (30) day notice required if the Board would choose not to renew otherwise the agreement automatically renews for another term. EverBridge provided quotes for a one (1) contract for \$4,000 and a three (3) year contract at \$4,000 annually. It is budgeted for the current year. The Board could choose to renew for a one (1) or three (3) year term or go out for request for proposals. Staff's suggestion would be to renew for one (1) year and research options. However, if the Board would choose to not renew and go out for proposals and decide to go back to EverBridge, the startup fee would have to be paid again.

Alderman Wisbrock expressed he feels renewing the current mass alert system with EverBridge from one year and have Staff research options for consideration next year would be the best option.

City Administrator Nikki Finkbiner shared that Staff utilizes the current system mainly to send alerts/advisories for road construction or closures, water main breaks, inclement weather closures or changes, changes in trash services, and alerts on projects in Fenton. Alderman Wisbrock inquired if it was known how many people subscribe to the system. City Administrator Nikki Finkbiner stated she could provide information to the Board at the June Board meeting for further discussion.

Alderman Maserang made a motion to forward to the June Board of Aldermen meeting the proposals for Mass Alert System and have Staff provide number of subscribers for further discussion. The motion was seconded by Alderman Harrell. Upon a vote being taken, it was announced that the motion was passed unanimously by the Committee.

**CAPITAL IMPROVEMENTS** – *Ald. Maserang, Chairman (Harrell, Huels)*

• **Update regarding the Larkin Williams Road Reconstruction Project.**

Public Works Director Dan Howard shared the Larkin Williams Road Reconstruction grant project was originally approved as a white topping project. However, with the current white topping project on Horan, the white topping design has been halted and returning to a full depth removal and replacement of the roadway. This is due to grade issues at some of the intersections. After surveys and preliminary design work, it was found that, if the road would be raised six (6) inches, the sewers would not flow the right direction. It would cost a lot of additional funds to replace sewer lines. There are also some questions on the longevity of the white topping on Larkin Williams with all the heavy truck traffic and their extensive turning they make for their deliveries.

Alderman Jokerst inquired on the cost difference. Public Works Director Dan Howard stated there will be an additional cost for the removal, possibly 40% increase for removal line item. However, there would be larger expense necessary for storm water work if white topped.

Alderman Wisbrock expressed he would like to see results in a longer time frame of the white topping project on Horan before starting another white topping project. Mayor Maurath expressed with the drainage issues, he feels white topping is not a good choice for this project.

**PUBLIC WORKS/FORESTRY** – *Ald. Wisbrock, Chairman (Clauss, Maserang)*

• **Request to surplus a 2015 Ford Transit Van.**

The City is seeking approval to surplus the item listed below. This unit was purchased in 2015 for the purpose of transporting residents and program participants to and from different events at RiverChase. With the partnership with the YMCA, this van is no longer needed for the City operations. The maintenance records for this vehicle are available for review at the Public Works building. The City will research to determine current market value of like items and then post on sites for sale.

**Surplus vehicle:**

#2 - 2015 Ford Transit 15 Passenger Van Vin #1FBVU4XG9FKB23530

Alderman Wisbrock made a motion to approve the request to surplus a 2015 Ford Transit Van. The motion was seconded by Alderman Maserang. After discussion, Alderman Maserang rescinded his second. Alderman Wisbrock rescinded his first.

Alderman Wisbrock made a motion to open the topic to the full Board of Aldermen. The motion was seconded by Alderman Maserang. Upon a vote being taken, the motion passed unanimously by the Committee.

Alderman Wisbrock made a final motion to approve the request to surplus a 2015 Ford Transit Van. The motion was seconded by Alderman Clauss. Upon a vote being taken, the motion passed unanimously by the Board of Aldermen.

**INFORMATION SERVICES** – *Ald. Harrell, Chairman (Huels, Maserang)*

No items for discussion.

**PARKS AND RECREATION** – Ald. Huels, Liaison

❖ **Announcements:**

- **The June 6, 2022, Parks and Recreation Committee Meeting was cancelled.**

❖ **Other items from the Park and Recreation Department:**

- **Discussion regarding pavilion rental deposits and fees.**

Alderman Huels shared there have been recent rentals that incurred damage to the pavilion, decorations and trash from the rental not cleaned up, which requires additional work from Public Works department to repair and clean up. Alderman Huels proposed requiring a deposit to rent the pavilion which would be refundable if no damage or cleanup needed.

Alderman Wisbrock expressed the main pavilion at the park currently is on a first come, first serve basis and does not require rental. This past weekend the large group that utilized the pavilion left a large mess that staff had to clean up. He feels that pavilion should require a rental also and deposit if approved.

Alderman Clauss expressed need to make deposit substantial enough to deter damage or not cleaning trash after usage. Alderman Wisbrock suggested \$250 deposit. Alderman Huels agreed with amount and noted it should be secured with credit card. Alderman Clauss inquired if deposit would be charged at time of rental and refunded or would it be charged only if damage or clean up needed. If it would be charged after, could the person dispute the charge. City Administrator Nikki Finkbiner shared deposits for other aspects are charged at time of application.

Alderman Maserang inquired on argument determination that renter left pavilion clean and someone else later made a mess or damage. There was discussion of requiring picture from renter at time of their departure, limiting rentals to time frames, and existing fees compared to surrounding municipalities. Current rental fees are \$75 for non-resident and \$40 for resident for all day rentals.

After discussion, Alderman Huels suggested to bring back next month for further discussion regarding mechanics of rental deposits / fees for all pavilions and implementation start date. There were no objections.

- **Request for recreation software through CivicRec (CivicPlus).**

Currently the City utilizes Community Pass for the Parks and Recreation software. The annual cost is \$14,700 and the term is set to expire on August 1<sup>st</sup>. As this system is more than what will be needed for the remaining parks and recreation program and rentals and the needed point of sale (POS) system for the concession stands after the RiverChase management transition on July 1<sup>st</sup>, Staff reached out to existing vendors for options.

Commerce bank was able to provide a POS system at a low monthly cost, but the City would have to buy the hardware to run the system. Also, their solution did not solve the issue of the needed software to schedule park rentals, such as pavilion and ball field rental, park programs (soccer, T-Ball, etc.), and take payments regarding the same.

Staff also reached out to GovBuilt, the vendor providing the Community Development Department's permit and code enforcement software, and although they are in the process of launching a program that could provide the needed tools, it will not be launched for a few more months and would need to be customized for the City.

Staff then reached out to CivicPlus that is the City's website vendor and found that they provide a comprehensive program that will meet all of the above noted needs for rentals, programs, and

concessions. During the demo it was noted that the program actually provides additional tools above and beyond the current Community Pass software, including the ability to schedule leagues on individual fields (which is currently done manually and takes approximately 4-5 hours per week), instant notifications to teams regarding schedule changes, a POS system that tracks the concession inventory that would allow those that oversee the concession to order additional product without manually taking inventory, and online pay through the Forte system that would reduce staff collecting credit card information over the phone.

Based on the above and the August deadline, Staff requested that CivicPlus provide a quote for the CivicRec software. It is noted that the quote provides an option to add "Audio Eye" which is a Digital Accessibility Platform, should the Board desire the add-on.

Without the add-on at \$2,500/year, the first-year set-up, training, and maintenance will be \$16,635, with the reoccurring annual fee being \$6,425.

Following discussion, Alderman Huels made a motion to forward to the June Board of Aldermen meeting the request for recreation software through CivicRec (CivicPlus). The motion was seconded by Alderman Jokerst. Upon a vote being taken, it was announced that the motion was passed unanimously by the Board of Aldermen.

#### **HEALTH/SAFETY** – *Ald. Jokerst, Chairman (Cruts, Wisbrock, Clauss)*

- **Request to hold the 2022 Flu Shot Clinic.**

Per St. Luke's Workforce Health, the Annual Flu Shot Clinic for City employees can be scheduled for Tuesday, October 4 at RiverChase from 10:00 a.m. to 11:30 a.m. Rob BeSore of St. Luke's Workforce Health has been instrumental once again in scheduling this event with us.

It is noted that this event is also open to the public; however, the appointments are set for the employees first and then advertised to the public (City website, etc.).

Those that want to participate must bring a copy of their insurance card. Those who do not have insurance may receive a shot at their own cost (\$25). Medicare is also accepted with Medicare card and driver's license. There will be no cost to the City for this event.

Alderman Jokerst made a motion to schedule the request to hold the 2022 Flu Shot Clinic. The motion was seconded by Alderman Clauss. Upon a vote being taken, it was announced that the motion was passed unanimously by the Committee.

#### **MISCELLANEOUS**

- **Consideration of a lease agreement with the Missouri State Highway Patrol to utilize City buildings for training and satellite office space.**

City Attorney Erin Seele noted the contract included the changes discussed last month: they will be responsible for any harm to Gregory that would occur or injuries to person arising from their use, they will be responsible for their equipment, tenant shall be solely responsible for property regardless of ownership brought into the space, and neither party shall be responsible for the acts or failure of the other.

Alderman Clauss inquired if the request by the Fenton Fire Protection District to utilize a portion of the Community Development Department would conflict. City Administrator Nikki Finkbiner it would need to be worked out in the contract with the Fire Department, however she does not feel there would be a conflict. Alderman Clauss inquired if usage of the space would be no charge. City Administrator

Nikki Finkbiner shared she did not believe so but that it will be part of discussions with the Fire District. City Attorney Erin Seele shared there is a termination clause in this lease if there is an issue and there is a paying party wanting to utilize the space.

After discussion, Alderman Huels made a motion to forward to the June Board of Aldermen meeting the consideration of a lease agreement with the Missouri State Highway Patrol to utilize City buildings for training and satellite office space. The motion was seconded by Alderman Jokerst. Upon a vote being taken, it was announced that the motion was passed unanimously by the Board of Aldermen.

**EXECUTIVE SESSION**

There was no executive session held.

**ADJOURNMENT**

At 9:12 p.m. with no other business before the Board, Alderman Maserang made a motion to adjourn. The motion was seconded by Alderman Wisbrock. Upon a vote being taken, it was announced that the motion was passed unanimously by the Board of Aldermen.

Respectfully submitted,

Jane Hungler  
City Clerk  
City of Fenton

DRAFT