

**CITY OF FENTON, MISSOURI**  
**625 NEW SMIZER MILL ROAD, FENTON, MO 63026**  
**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF ALDERMEN**  
**THURSDAY, MAY 27, 2021**  
**TO IMMEDIATELY FOLLOW THE BOARD OF ALDERMEN MEETING**  
**AT 7:00 P.M.**

**CALL TO ORDER**

Mayor Bob Brasses called the Special Meeting of the Board of Aldermen of the City of Fenton, Missouri to order at 8:59 p.m. on Thursday, May 27, 2021 at Fenton City Hall.

**PLEDGE OF ALLEGIANCE** Mayor Brasses led the Pledge of Allegiance.

**ROLL CALL**

City Clerk Jane Hungler called the roll:

Alderman Ralph Cruts - *Present*

Alderman Kevin Yarbrough - *Present*

Alderman Brian Wisbrock - *Present*

Alderman Joe Maurath - *Present*

Alderman Chris Clauss - *via video conference*

Alderman Robin Huels - *Present*

Alderman Tom Heard - *Present*

Alderman Susan Jokerst - *Absent*

Seven Aldermen were present at the opening of the meeting.

**CITY OFFICIALS PRESENT:**

Mayor Bob Brasses

City Attorney Erin P. Seele, Esq.

City Administrator Andrea N. Finkbiner

City Clerk Jane Hungler

Public Works Director Dan Howard

City Planner Amy Starck

Mayor Brasses stated that he called this Special Meeting for:

- **Request to amend the approved Recreation Associate I – Concession Stand Attendant job description.**

When the Board approved the revised job descriptions for Parks and Recreation on March 25, 2021, there were two (2) separate job descriptions for Concession Stand Attendants, as follows:

Recreation Associate I – Concession Stand Attendant with a Level 1 rate of pay  
(\$10.30/\$11.69/\$13.08)

Recreation Associate II – Concession Stand Attendant with a Level 2 rate of pay  
(\$11.57/\$13.89/\$16.20)

The difference in the job descriptions was that the Recreation Associate II had to be at least 18 years of age and able to complete SMART Server Training in order to service alcoholic beverages at the City's Park and FSC concession stands, hence the higher rate of pay.

Since that time, it has been discovered that additional help is needed at the City Park and FSC concession stand, and it is difficult to find enough staff that meets the age qualification to fully operate the noted concessions stands. Noting that *only* the staff handling/serving the alcoholic beverages need to be at least 18 years of age with the required SMART Server Training, but other additional staff is still needed for full operation, Staff is requesting that the Board consider amending the existing Recreation Associate I – Concession Stand Attendant to allow for the same to work at any of the City's concession stands, not just the RiverChase concession stand.

Alderman Maurath made a motion to approve the request to amend the approved Recreation Associate I – Concession Stand Attendant job description as presented. 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.

- **Request to amend the approved Recreation Associate IV – Athletic Field Grounds Keeper job description and related organizational charts and policies.**

When the Board approved the new job description for the Recreation Associate IV – Athletic Field Grounds Keeper in February/March of 2021, the intent of the position was to provide dedicated staff to maintain the City’s athletic fields at City Park and FSC, in lieu of using Public Works staff to maintain said fields, and have the position report to the Parks and Recreation Department. Since that time, except for scheduling around field rentals, it has been found that the position needs to interact/coordinate more with the Public Works Department and needs access to the equipment, tools, gas, etc. housed in the Public Works facility.

Based on this, Staff is requesting that the position be placed under the oversight of Public Works, understanding that the position will still be scheduled in conjunction with the field rentals (and weather cancellations) overseen by the Parks and Recreation Department.

Should the Board agree with Staff’s request, the following items will need to be approved:

1. Amendments to the current job Athletic Field Grounds Keeper description to move the position to the Public Works Department (Please note that one other item that has been added is that the employee will need to hold a current, valid driver’s license as this position often has to travel from the parks to the Public Works facility in a City vehicle);
2. Amend the Recreation Supervisor job description to delete the position of Athletic Field Grounds Keeper;
3. Amend the approved Parks and Recreation Organizational Chart and approved Pay Levels to delete the current position;
4. Amend the approved Public Works Organization Chart to include the position; and
5. Amend the City’s Personnel Equipment Policy for the Public Works Department to ensure that this position is also provided the necessary safety equipment. (Please note that as only one (1) position (Administrative Assistant) within the Public Works Department does not require safety equipment, Staff amended the policy to exclude that position in lieu of needing to add or delete other PW positions in the future.)

It is also noted that the needed salaries for the position will need to be added to the Public Works Department but paid for through the Parks/Stormwater Fund. This will occur at the mid-year budget amendment.

Alderman Maurath made a motion to approve the request to amend the approved Recreation Associate IV – Athletic Field Grounds Keeper job description and related organizational charts and policies as presented. 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.

- **Request to renew Barracuda Essentials/Sentinel license.**

Staff is seeking permission to renew the Barracuda Sentinel/Essentials through the City’s IT provider Essential Network Technology (ENT). The City currently uses Barracuda Essentials/Sentinel for email security (phishing and spam) at an annual cost of \$3,952.

Although the City’s current term does not expire until September of 2021, per ENT, Barracuda will be increasing prices on May 28th and renewal for the next term now will allow the City to lock in a lower

renewal cost then if we wait until September (the term will still start in September). It is noted that the annual cost for Barracuda appears to increase approximately \$200 - \$250 per year.

ENT has provided a quote, which provides 1-year and 3-year renewal options. The quote for the 1-year renewal option will be at a cost \$4,194.63, or \$242.63 more than the 2020-2021 term. The alternative 3-year renewal option will be at a cost of \$10,696.31, or \$3565.44 per year, which is \$386.56 less per year than the current 2020-2021 term. Based on this information, it is Staff's suggestion that the Board consider the 3-year renewal.

Please note that the above request can be approved by motion (does not require an Ordinance) as this service is in accordance with the existing contract with ENT, which allows such purchases through ENT as the City's vendor.

Alderman Heard made a motion to approve the request to renew Barracuda Essentials/Sentinel license for the 3-year term. The motion was seconded by Alderman Yarbrough. Upon a vote being taken, it was announced that the motion was passed unanimously by the Board of Aldermen.

- **Request to execute an Authorization-Agency Letter with Worldnet Solutions for Spectrum internet service at the City Park Concession Stand.**

Staff is requesting permission to execute an Authorization-Agency Letter through Worldnet Solutions for Spectrum internet service at the City Park Concession Stand (in the form contained in the Board's packet).

Currently, the City has a DSL line provided through AT&T at the City Park Concession Stand. Said DSL line does not provide the needed service (speed) for wi-fi in the maintenance side of the building. Wi-fi is minimally needed to operate the lighting system via the phone and apps (online control only). Furthermore, cell service is unreliable in the area (due to the valley) making wi-fi a necessity for staff to operate within and around the concession stand/maintenance building.

Staff and ENT have been in discussions with both AT&T and Spectrum to find a cost-effective way to provide fiber service in the area. Solutions and quotes from both providers have been reviewed by ENT and have been deemed either inadequate and/or cost prohibitive, due to build out costs or inability to provide the needed level of service to the area.

Based on the above, ENT engaged Worldnet Solutions, a channel partner agent with Spectrum to assist the City in obtaining the needed service. Worldnet Solutions provided the Authorization-Agency Letter that will need to be executed to move forward.

Per Worldnet Solutions, they will engage Spectrum through an order to provide service to the location. The order would trigger Spectrum to launch a site survey. If the site survey comes back under the maximum \$8,000 that Spectrum pays towards construction, then the order will proceed to installation of the internet service, at a base cost of \$115 per month on a month-to-month plan (The City currently pays around \$120 per month to AT&T for DSL). If the site survey comes back over the \$8,000 max, then the City would have the option to cancel the order with no penalties and at no cost, or the City could decide to pay the additional construction costs to get services installed through a multi-year contract, typically 3 to 5 years. (Note: The City has opted into a similar contract for fiber service to all of the City's main facilities.)

Additionally, per Worldnet Solutions, the Authorization-Agency Letter is non-binding and can be revoked by the City at any time. Worldnet Solutions will provide project managers who will work with the City from the initial order through the completed install and will provide a support team to assist their customers in opening trouble tickets with the carriers as well as resolving any billing issues. Furthermore, per Worldnet Solutions, they are paid by the carriers, so there is not a direct cost to the City, and they work with several other cities in the St. Louis area.

Alderman Heard made a motion to approve the request to execute the Authorization-Agency Letter with Worldnet Solutions for Spectrum internet service (agreement contained in the packet) at the City Park

Concession Stand. The motion was seconded by Alderman Yarbrough. Upon a vote being taken, it was announced that the motion was passed unanimously by the Board of Aldermen.

**EXECUTIVE SESSION**

At 9:07 p.m., Alderman Clauss made a motion to enter into Executive Session pursuant to Section 610.021(1) Legal Actions, Causes of Action or Litigation and Section 610.021 (3) Hiring, Firing, Disciplining or Promoting Employees. The motion was seconded by Alderman Yarbrough.

Upon the roll being called, the Board of Aldermen voted as follows:

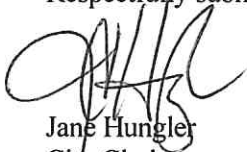
|                   |            |                  |               |
|-------------------|------------|------------------|---------------|
| Alderman Cruts    | <i>Aye</i> | Alderman Clauss  | <i>Aye</i>    |
| Alderman Sobey    | <i>Aye</i> | Alderman Huels   | <i>Aye</i>    |
| Alderman Wisbrock | <i>Aye</i> | Alderman Heard   | <i>Aye</i>    |
| Alderman Maurath  | <i>Aye</i> | Alderman Jokerst | <i>Absent</i> |

It was announced that the motion was passed unanimously by the Board of Aldermen.

**ADJOURNMENT**

At 10:22 p.m. Mayor Brasses reconvened the meeting at which time, with no other business before the Board, Alderman Huels made a motion that the meeting be adjourned. The motion was seconded by Alderman Wisbrock. Upon a vote being taken, the motion passed.

Respectfully submitted,



Jane Hungler  
City Clerk  
City of Fenton