

**CITY OF SUNSET HILLS  
BOARD OF ALDERMEN  
A G E N D A  
JULY 13, 2021  
6:00 P.M.**

**A meeting of the Board of Aldermen was called by Mayor Patricia Fribis and will be held in the Robert C. Jones Auditorium at City Hall, 3939 S. Lindbergh Boulevard**

**Public comments will be taken at the meeting, however, if you are unable to attend and wish to submit comments to be read aloud into the record on any topics other than the public hearings, please submit them in writing to [bgillett@sunset-hills.com](mailto:bgillett@sunset-hills.com) no later than 4pm on Tuesday, July 13, 2021. All submittals must include your name and address. Comments must not contain vulgar language or exceed three minutes in duration.**

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. CEREMONIAL SWEARING IN OF ELECTED OFFICIALS WHO TOOK OFFICE AFTER APRIL 2020

Documents:

[SWEARING IN.PDF](#)

4. 15-MINUTE RECEPTION
5. APPROVAL OF MINUTES  
Approval of the minutes of the June 22, 2021 special meeting

Documents:

[MINUTES JUNE 22 BOA SPECIAL MEETING \(002\).PDF](#)

6. EMPLOYEE SERVICE RECOGNITION
  1. Street Superintendent Jerry Eime- 10 years of service
  2. Sgt. Jeff Senior- 10 years of service
7. CONSENT AGENDA
  - a) Bills to be approved
  - b) Request for Special Event Permit by Swank Motion Pictures for annual

employee BBQ at 10795 Watson Road on Friday September 20, 2021

Documents:

[EXPENSE APPROVAL REPORT.PDF](#)  
[CONSENT AGENDA SWANK SPECIAL-EVENT-REQUEST-FORM - 9-10-21.PDF](#)  
[CONSENT AGENDA SWANK TENT PLACEMENT.PDF](#)

8. PUBLIC HEARINGS

Public Hearing: The Board will consider and discuss a petition for a Text Amendment to Appendix B Zoning Regulations, limiting the use of metal and steel as a building component in the C-1 and PD Zoning Districts

Public Hearing: The Board will consider a petition for an Amended Conditional Use Permit, submitted by Lutheran Church of the Resurrection, for the reinstallation of an electronic Church Bell system at 9907 Sappington Road

Documents:

[PUBLIC HEARING BILL NO 9 METAL BUILDINGS.PDF](#)  
[PUBLIC HEARING BILL NO 10 CHURCH BELL.PDF](#)

9. PUBLIC COMMENT

10. OLD BUSINESS

None

11. CITY OFFICIAL AND COMMITTEE REPORTS

- o City Clerk/City Administrator, Brittany Gillett
- o Director of Finance, Susanna Messmer
- o Chief of Police, Stephen Dodge
- o City Attorney, Robert E. Jones
- o City Engineer, Bryson Baker
- o Director of Parks & Recreation, Gerald Brown

Committee Reports

- a) Finance Committee - Alderman Stewart
- b) Economic Development Committee – Alderman Price
- c) Parks & Recreation Commission – Alderman Wong
- d) Police Advisory Board – Alderman Epperson
- e) Public Works Committee- Alderman Friedmann

Documents:

REPORTS PD.PDF  
REPORTS PW ENGINEER REPORT (002).PDF  
REPORTS PARKS JULY 2021.PDF  
REPORTS COURT JUNE 30, 2021.PDF

12. NEW BUSINESS

12.I. BILL NO. 8

An Ordinance providing for a separate fund for Proposition P Tax Receipts and tracking income and expenditures therefrom

FIRST READING

Documents:

BILL NO 8 COVER PAGE - PROP P.DOCX.PDF  
BILL NO 8 PROPOSITION P ORD 6.17.21.2.PDF  
BILL NO 8 PROP P LANGUAGE.PDF  
BILL NO 8 COPY OF PROP P - 2016 TO 2021 V3.PDF  
BILL NO 8 CREVE COEUR PROP P FUND INFORMATION.PDF  
BILL NO 8 PROPPBUDGETV72018-KIRKWOOD (1).PDF

12.II. BILL NO. 9

An Ordinance amending the Appendix B Zoning Regulations of the City of Sunset Hills to limit the use of metal and steel as a building component

FIRST READING

Documents:

BILL NO 9 1) P-10-21 COVER PAGE (2).PDF  
BILL NO 9 METAL AND STEEL ORD 7.7.21.PDF  
BILL NO 9 2) P-10-21 APPLICATION.PDF  
BILL NO 9 P-10-21 3) UPDATED STAFF REPORT (2).PDF  
BILL NO 9 4) P-10-21 PUBLIC HEARING.PDF

12.III. BILL NO. 10

An Ordinance granting an Amended Conditional Use Permit to Lutheran Church of the Resurrection for reinstallation of a Carillon Bell sound system at 9907 Sappington

Road

FIRST READING

\*Petitioner has requested a second reading

Documents:

BILL NO 10 1) P-09-21 COVER PAGE.PDF  
BILL NO 10 LUTHERAN CHURCH AMENDED CUP 7.7.21.PDF  
BILL NO 10 2) P-09-21 APPLICATION.PDF  
BILL NO 10 3) P-09-21 UPDATED STAFF REPORT.PDF  
BILL NO 10 4) P-09-21 PETITIONER INFO.PDF  
BILL NO 10 5) P-09-21 MANUFACTURER INFORMATION.PDF  
BILL NO 10 6) P-09-21 PUBLIC HEARING.PDF  
BILL NO 10 7) SECOND READING REQUEST.PDF

12.IV. RESOLUTION NO. 567

A Resolution approving an amendment of the 2021 City of Sunset Hills budget

Documents:

[RESOLUTION NO 567 COVER PAGE - BUDGET ADJUSTMENTS.PDF](#)  
[RESOLUTION NO 567 MEMO - 2021 MID YEAR BUDGET REVIEW BOARD OF ALDERMEN.PDF](#)  
[RESOLUTION NO 567 BUDGET AMENDMENTS FY 2021.PDF](#)  
[RESOLUTION NO 567 EXPENDITURE ANALYSIS AS OF JUNE 14 2021 EXHIBIT A.PDF](#)  
[RESOLUTION NO 567 REVENUE ANALYSIS AS OF JUNE 14 2021 EXHIBIT B.PDF](#)  
[RESOLUTION NO 567 FUND SUMMARY ANALYSIS AS OF JUNE 14 2021.PDF](#)  
[RESOLUTION NO 567 BUDGET DETAIL - FULL FINAL.PDF](#)  
[RESOLUTION NO 567 COPY OF 2021 BUDGET ADJUSTMENT\\_JUL 13 2021 BOA MEETING.PDF](#)

12.V. RESOLUTION NO. 568

A Resolution approving a contract with Deere & Company and authorizing the Mayor and/or the City Administrator to execute the same on behalf of the City of Sunset Hills

Documents:

[RESOLUTION NO 568 COVER PAGE - UTILITY VEHICLE \(002\).PDF](#)  
[RESOLUTION NO. 568 GATOR.PDF](#)  
[RESOLUTION NO 568 BILL OF SALE\\_5741\\_83.PDF](#)  
[RESOLUTION NO 568 BILL OF SALE\\_5741\\_84.PDF](#)  
[RESOLUTION NO 568 BILL OF SALE-KUBOTA.PDF](#)  
[RESOLUTION NO 568 JOHN DEERE INVOICE 20210707074521.PDF](#)

12.VI. RESOLUTION NO. 569

A Resolution adopting salary grade and ranges for the City of Sunset Hills full time employees

Documents:

[RESOLUTION NO 569 COVER PAGE - PAY GRADES CBIZ.DOCX.PDF](#)  
[RESOLUTION NO 569 PAY GRADES.PDF](#)  
[RESOLUTION NO 569 2021 CBIZ PAY GRADES CURRENT.PDF](#)  
[RESOLUTION NO 569 PAY GRADES MEMO.PDF](#)

12.VII. RESOLUTION NO. 570

A Resolution adjusting the Finance Director position pay grade from a Grade 12 to a Grade 13

Documents:

[RESOLUTION NO 570 COVER PAGE - FD GRADE SHIFT.DOCX.PDF](#)  
[RESOLUTION NO 570 FD PAY GRADE.PDF](#)

12.VIII. RESOLUTION NO. 571

A Resolution adjusting the Assistant Director of Parks and Recreation position pay grade from a Grade 11 to a Grade 10

Documents:

RESOLUTION NO 571 COVER PAGE - ASST PARK DIR GRADE  
SHIFT.DOCX.PDF  
RESOLUTION NO 571 ASST. PARKS AND REC PAY GRADE.PDF  
RESOLUTION NO 571 2021 CBIZ PAY GRADES CURRENT (003).PDF  
RESOLUTION NO 571 2021 CBIZ PAY GRADES PROPOSED (003).PDF

12.IX. RESOLUTION NO. 572

A Resolution approving the creation of an Assistant Director of Finance position at a pay grade of 10 and reclassification of the Prosecuting Attorney Assistant/Payroll position to Prosecuting Attorney Assistant /Public Works Administrative Assistant

Documents:

RESOLUTION NO 572 COVER PAGE - ASST. FINANCE  
DIRECTOR.DOCX.PDF  
RESOLUTION NO 572 ASST. FINANCE DIRECTOR.PDF  
RESOLUTION NO 572 2021 CBIZ PAY GRADES CURRENT (005).PDF  
RESOLUTION NO 572 2021 CBIZ PAY GRADES PROPOSED (005).PDF  
RESOLUTION NO 572 ADMINISTRATIVE SECRETARY JOB  
DESCRIPTION.DOCX.PDF  
RESOLUTION NO 572 PROPOSED JOB DESCRIPTION PROS. ATT. ASST  
PUBLIC WORKS ADMIN.DOCX.PDF  
RESOLUTION NO 572 PROS. ATT. ASST. JOB DESCRIPTION.DOCX.PDF  
RESOLUTION NO 572 PROPOSED JOB DESCRIPTION ASST DIRECTOR OF  
FINANCE.DOCX.PDF

12.X. RESOLUTION NO. 573

A Resolution approving the reclassification of the Community Outreach Sergeant position to a patrolman position

Documents:

RESOLUTION NO 573 COVER PAGE - SGT.  
RECLASSIFICATION.DOCX.PDF  
RESOLUTION NO 573 COMM OUTREACH SGT RECLASS.PDF  
RESOLUTION NO 573 PD PERSONNEL.DOCX.PDF

12.XI. RESOLUTION NO. 574

A Resolution approving the termination of the FY2021 Hiring Freeze for Non-Emergency personnel

Documents:

[RESOLUTION NO 574 COVER PAGE - HIRING FREEZE.DOCX.PDF](#)  
[RESOLUTION NO 574 HIRING FREEZE.PDF](#)  
[RESOLUTION NO 574 IMPACT OF HIRING FREEZE ANALYSIS.DOCX.PDF](#)

12.XII. RESOLUTION NO. 575

A Resolution approving a 3% salary increase for all non-contract full-time employees who are not included in Sunset Hills Police Department Pay Matrix

Documents:

[RESOLUTION NO 575 COVER PAGE - EMPLOYEE INCREASE.DOCX.PDF](#)  
[RESOLUTION NO 575 PAY INCREASE.PDF](#)

12.XIII. RESOLUTION NO. 576

A Resolution approving a roof replacement for City Hall

Documents:

[RESOLUTION NO 576 COVER PAGE - ROOF BID.DOCX.PDF](#)  
[RESOLUTION NO. 576 ROOF BID.PDF](#)  
[RESOLUTION NO 576 MEMO - ROOF REPLACEMENT.DOCX.PDF](#)  
[RESOLUTION NO 576 071321 SUNSET HILLS - CITY HALL FLAT ROOF BIDS.PDF](#)  
[RESOLUTION NO 576 071321 SUNSET HILLS - CITY HALL FLAT ROOF SPECIFICATIONS.PDF](#)  
[RESOLUTION NO 576 FIRESTONE WARRANTEE - FLAT ROOF - SEILFLISCH.PDF](#)

13. APPOINTMENTS

- a. Alderman Christine Lieber - Ward 2 Police Advisory Board -term expires 07/13/2023
- b. Ronald Hack - Ward 2 Board of Adjustment- term expires 07/13/2026
- c. Kurt Krueger - Ward 3 Board of Adjustment Alternate- term expires 07/13/2026

Documents:

[APPOINTMENTS.DOCX.PDF](#)

14. LIGHTING ORDINANCE DISCUSSION

Documents:

[LIGHTING DISCUSSION COVER PAGE - LIGHTING ORDINANCE.PDF](#)  
[LIGHTING ORDINANCE DISCUSSION COVER PAGE.PDF](#)  
[LIGHTING ORDINANCE DISCUSSION EXTERIOR LIGHTING ORD 4.14.21.PDF](#)  
[LIGHTING ORDINANCE DISCUSSION PUBLIC HEARING.PDF](#)  
[LIGHTING ORDINANCE DISCUSSION STAFF REPORT.PDF](#)  
[LIGHTING ORDINANCE DISCUSSION - DISCUSSION TOPICS ALD. WONG \(2\).PDF](#)

15. LIVE STREAM BOARD MEETINGS DISCUSSION

Documents:

[LIVE STREAM DISCUSSION COVER PAGE.PDF](#)  
[LIVE STREAM DISCUSSION SUNSET HILLS MO - CP MEDIA PREMIUM QUOTE - 6282021.PDF](#)

16. BUDGET POLICY DISCUSSION

Documents:

[BUDGET POLICY DISCUSSION COVER PAGE.PDF](#)  
[BUDGET POLICY DISCUSSION BUDGET POLICY OVERVIEW.DOCX.PDF](#)  
[BUDGET POLICY DISCUSSION ALD. WONG BUDGET TOPICS.DOCX.PDF](#)

17. CITY HALL RENOVATION PRESENTATION

Documents:

[SUNSET HILLS - CITY HALL RENOVATION - PLANS.PDF](#)

18. HORIZON NEWSLETTER DISCUSSION

Documents:

[HORIZON DISCUSSION COVER PAGE - NEWSLETTER.PDF](#)  
[HORIZON DISCUSSION JUNE 2021 HORIZON PROTOTYPE.PDF](#)

19. GENERAL DISCUSSION

20. REQUEST TO MEET IN CLOSED SESSION PURSUANT TO 610.21.(1), (2), (3), AND (12) RSMo TO DISCUSS LEGAL, REAL ESTATE, PERSONNEL AND CONTRACT MATTERS

Documents:

[CLOSED AGENDA MEETING JULY 13, 2021.PDF](#)

21. ADJOURNMENT