

MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF ALDERMEN  
OF THE CITY OF SUNSET HILLS MISSOURI  
HELD ON JUNE 22, 2021

BE IT REMEMBERED that the Board of Aldermen of the City of Sunset Hills, Missouri met in special session held via Zoom on Tuesday June 22, 2021. The meeting convened at 6:00 p.m.

The meeting began with the reciting of the Pledge of Allegiance.

**ROLL CALL:**

Patricia Fribis	-Mayor
Ann McMunn	-Alderman Ward I
Casey Wong	-Alderman Ward II
Christine Lieber	-Alderman Ward II
Cathy Friedmann	-Alderman Ward III
Randal Epperson	-Alderman Ward III
Thompson Price	-Alderman Ward IV
Fred Daues	-Alderman Ward IV
Brittany Gillett	-City Administrator
Susanna Messmer	-Finance Director
Bryson Baker	-City Engineer
Gerald Brown	-Director of Parks & Recreation
Stephen Dodge	-Chief of Police
Robert E. Jones	-City Attorney

ABSENT                      Joe Stewart                      -Alderman Ward I

Mayor Fribis asked for a motion to amend the order of the agenda, moving item #9 General Discussion to be item #6 in order for the City Attorney to be present for the discussion.

Alderman Price made a motion to approve the change. Alderman Epperson seconded the motion and it was unanimously approved.

**APPROVAL OF THE MINUTES:**

Alderman Price made a motion to accept the minutes as read for the May 27, 2021 special meeting and the June 11 regular meeting. Alderman Daues seconded the motion and it was unanimously approved.

**PUBLIC COMMENT:**

Mayor Fribis read the public comments submitted.

**OLD BUSINESS:**

**Bill No. 5-** An Ordinance amending Chapter 2, Article III section 2-50 and 2-51 of the Code with respect to filling vacancies

**SECOND READING**

Alderman Friedmann read Bill No. 5 for a second reading.  
Alderman Friedmann made a motion to approve Bill No. 5.  
Alderman Lieber seconded the motion.

**ROLL CALL VOTE:**

**Vote: Passed/Failed (Summary Yes=7 Absent=1)**

Alderman Lieber, Alderman Epperson, Alderman Daues, Alderman McMunn, Alderman Wong, Alderman Friedmann, Alderman Price

Mayor Fribis declared Bill No.5 to become Ordinance # 2206.

**Bill No. 7-** An Ordinance to authorize the Mayor and/or City Administrator to execute a contract between the City of Sunset Hills, Missouri and Horner & Shifrin, Inc., providing for planning, design, and construction inspection services for roadway improvements on West Watson Road from Gravois Road (MO 30) to Weber Hill Road.

**SECOND READING**

Alderman Lieber read Bill No. 7 for a second reading.  
Alderman McMunn made a motion to approve Bill No. 7.  
Alderman Lieber seconded the motion.

Alderman McMunn asked if the position of the sidewalk could be determined after approval. Mayor Fribis explained the engineering firm would look at all the utilities and choose the best side for the sidewalk. She also stated that it could be looked at by the Board of Alderman as well as the public.

**ROLL CALL VOTE:**

**Vote: Passed/Failed (Summary Yes=7, Absent=1)**

Alderman Daues, Alderman Epperson, Alderman Wong, Alderman McMunn, Alderman Price, Alderman Friedmann, Alderman Lieber

Mayor Fribis declared Bill No.7 to become Ordinance # 2207.

**General Discussion**

Mayor Fribis informed the Board that one of the Alderman has a conceal and carry permit and this Alderman would like to carry during the meetings, as allowed by state statute. Alderman Wong asked if the same rights would extend to residents. Mayor Fribis stated no, it was not allowed per statute or by our ordinance. Attorney Jones confirmed the Mayor's statement. Alderman Friedmann, Daues and Wong expressed they did not have a problem with this. There was discussion about the use of middle turning lanes for vehicle deliveries to dealerships. Mayor Fribis stated Mr. Baker would look into possible restrictions on this.

Alderman Friedmann made a motion to direct staff to deny any permit submitted by MAWC for the water tower located on Sappington Barracks for failure to meet the setback requirements in Appendix B section 4.92C. Alderman Lieber seconded the motion. Alderman Lieber stated she had safety concerns with the water tower not meeting zoning requirements.

Attorney Jones informed the Board he had spoken with MAWC's attorney John Young of Hamilton Weber in anticipation of this discussion. He stated Attorney Young informed him they would sue the City if the permit was denied. Attorney Jones reminded the Board that as a 4<sup>th</sup> class city, we did not have the authority to

regulate a public utility. He reiterated that he would discourage the board from directing the denial of zoning on the permit application.

There was discussion on whether or not the tower was considered a building.

Alderman McMunn asked if MAWC had to follow the same process as everyone else. Attorney Jones and Mayor Fribis answered no.

Alderman Lieber asked why this was ever voted on if the City had no power over MAWC in reference to these matters.

Attorney Jones stated MAWC voluntarily participated in the application and permit process.

There was lengthy discussion in reference to meeting with MAWC and their submittals of permit applications.

Alderman Daues expressed concerns with the safety of the water tower.

Alderman Epperson asked why any meetings or permits were processed if we had no control over this. Attorney Jones stated we had a contract with St. Louis County to issue permits for these types of structures and that the City provided zoning approval only and then the petitioner obtained permit approval from St. Louis County.

Alderman Epperson asked how the City could issue a CUP to MAWC without any zoning control over them. Attorney Jones replied that the CUP is different than a building permit, it's the administrative permit to allow the structure within this zoning classification. He stated we have permitted uses and conditional uses. Attorney Jones stated they voluntarily entered into the process. Alderman Epperson stated if they entered into the process voluntarily then they were subject to our zoning regulations.

There was additional discussion on the water tower location, how long it had been there and the regulations on setbacks set by the Missouri Department of Natural Resources.

Alderman Friedmann stated her motion stood. Alderman Friedmann read her motion again for clarification. "A motion to direct staff to deny MAWC anticipated permit at Sappington Barracks Road for failure to meet the setback requirements of Appendix B section 4.92C." There was additional discussion on the building permit process required for MAWC through St Louis County and the Zoning approval through Sunset Hills.

The motion passed with 6 ayes, Alderman Daues, Alderman Epperson, Alderman Wong, Alderman McMunn, Alderman Friedmann, Alderman Lieber; and 1 nay, Alderman Price.

Attorney Jones left the meeting.

### **Budget Preparation Discussion**

Ms. Gillett reviewed how to read the budget and what to expect in the coming months with budget preparation. Ms. Messmer reviewed the details of the various accounts.

Ms. Gillett explained the budget building process, and stated she would like to begin including budget workshops to keep the Board well informed, more involved and more transparent to the public.

There was discussion on where the City had its bank accounts and the distribution of a report breaking down the details of each.

Alderman Lieber asked who handled the website and requested the budget be uploaded and easy to find.

Alderman Wong had a recommendation for staff for a formal timeline for the budget so everyone could understand the process. Ms. Gillett stated there would be a budget preparation policy presented at the July meeting.

### **2021 Mid-Year Budget Review and Adjustments Discussion**

Ms. Gillett reviewed the memo included in the packets in reference to the reclassifications and addition of positions, as well as 3% staff raises and removing the hiring freeze to fill empty positions.

Alderman Lieber asked if the board could get information on neighboring cities salary information so they could review where our staff was in relation to them. Ms. Gillett stated she would get that information for the Board.

There was discussion in reference to the reclassification of the Finance Director position, the addition of an Assistant Finance Director as well as activity-based coding for budget items.

Alderman Lieber asked for an update on the City Hall roof. Mr. Baker stated the Firestone representative did come out and stated the repairs could be done for under two thousand dollars, but was uncertain if it was covered by the warranty. He would notify Bryson once he found out.

There was discussion in reference to the pool and updated hours being placed on the website.

### **2021 CBIZ Pay Scale Discussion**

Ms. Gillett reviewed a study done in 2017 by CBIZ for a pay scale for the City. She spoke to the Board about obtaining formal action at the July meeting to put the pay scale in place.

Alderman Wong stated he would like to entertain at the next meeting a discussion on the 3% retroactive raise for City personnel.

There was additional discussion in reference to the City's Deer Hunting program and adopting the MDC's regulations on the use of crossbows during archery season.

### **ADJOURNMENT:**

Alderman Wong made a motion to adjourn the meeting. Alderman Daues seconded the motion and it was unanimously approved.

Meeting adjourned at 8:28 p.m.

Deputy City Clerk  
Lori Stone