

**CITY OF HAZELWOOD  
REGULAR COUNCIL MEETING  
NOVEMBER 6, 2024**

**CALL TO ORDER**

A regular meeting of the Hazelwood City Council was called to order by Mayor Matthew G. Robinson at 6:30 p.m. on Wednesday, November 6, 2024, in the Council Chambers of Hazelwood City Hall, 415 Elm Grove Lane.

Mayor Robinson asked those present to join in a moment of silent meditation followed by the Pledge of Allegiance.

On roll call the following members of the Council were present:

Lisa M. Matlock  
Robert C. Smith  
Jen Hatton  
William C. Hoops, Jr.  
Robert M. Aubuchon  
Job Marquez  
Kelly Wadlow  
Matthew G. Robinson

Council Member Warren H. Taylor was not present. City Clerk Julie Lowery declared a quorum was present. Also present were Interim City Manager David Leezer and Associate City Attorney Phillip Boyd.

**AGENDA**

There being no amendments proposed, Ms. Matlock moved, seconded by Ms. Wadlow, the adoption of the agenda as printed. The motion passed unanimously.

**CONSENT AGENDA**

Mr. Aubuchon moved, seconded by Mr. Hoops, the adoption of the consent agenda as printed. The following vote was recorded on the motion:

AYE - 8

NAY - 0

Ms. Matlock  
Mr. Smith  
Mrs. Hatton  
Mr. Hoops  
Mr. Aubuchon  
Mr. Marquez  
Ms. Wadlow  
Mayor Robinson

The motion passed unanimously and the consent agenda, including a closed meeting immediately following the regular meeting to discuss litigation and consult with the City Attorney in accordance with the provisions of RSMo 610.021(1), and to discuss personnel matters in accordance with the provisions of RSMo 610.021(3), was adopted.

**APPROVAL OF  
MINUTES**

Mr. Aubuchon moved, seconded by Mr. Hoops, to approve the minutes of the October 16 regular Council meeting as submitted. The motion passed unanimously.

**SPECIAL ORDER OF BUSINESS**

**COMMISSION  
OATH OF OFFICE**

Ms. Lowery administered the oath of office to Carole Mueller, who was recently appointed to the Community Enrichment Commission.

**EMPLOYEE  
INTRODUCTIONS**

Public Works Director David Stewart introduced newly hired Sports Complex Manager Jacob Scruggs.

Police Captain Norm Mars introduced newly hired Telecommunicators Trevor Novak and Courtney Dunlap.

**PROCLAMATIONS AND RESOLUTIONS**

**HAZARD MITIGATION  
GRANT RESOLUTION**

Mayor Robinson called for the reading of a resolution to seek funding through the hazard mitigation grant program.

Mr. Stewart stated that the Federal Emergency Management Agency requests approval of a Hazard Mitigation Grant Resolution for the buyout and demolition of eleven residential homes in Wards 2 and 5. Mr. Stewart stated that 11 homes would be demolished, and the land would be acquired by the City and used for greenspace. The project total is \$1,600,997, with a 75% federal share of \$1,200,732.75 and a local share of \$400,244.25.

Ms. Wadlow asked if the properties could only be used as green space.

Mr. Stewart responded future use is limited.

There were no objections and Resolution 2409 was read by title only:

**A RESOLUTION OF THE CITY OF HAZELWOOD, MISSOURI, STATING INTENT TO SEEK FUNDING THROUGH THE HAZARD MITIGATION GRANT PROGRAM AND AUTHORIZING THE CITY MANAGER TO PURSUE ACTIVITIES IN AN ATTEMPT TO SECURE FUNDING AND IDENTIFYING A PROJECT MANAGER.**

Mr. Aubuchon moved, seconded by Mr. Hoops, the adoption of Resolution 2409. The following vote was recorded on the motion:

AYE - 8

NAY - 0

Ms. Matlock  
Mr. Smith  
Mrs. Hatton  
Mr. Hoops  
Mr. Aubuchon  
Mr. Marquez  
Ms. Wadlow  
Mayor Robinson

Resolution 2409 was unanimously adopted.

### **CITIZENS HEARINGS AND PRESENTATION OF PETITIONS**

Mayor Robinson explained the procedures to be followed during a hearing. He invited anyone desiring to make a comment to come forward at this time.

No one came forward to address the Council.

#### **CITY MANAGER'S STATUS REPORT**

Interim City Manager David Leezer stated the traffic study status report for Fee Fee Hills Drive will be ready for presentation at the next Council meeting.

### **PUBLIC HEARINGS**

#### **SIGN VARIANCE 5952 HOWDERSHELL**

Mayor Robinson called to order the public hearing to consider the application by Community America Credit Union for a 28-foot variance of the 30-foot setback requirement to permit a pylon sign at 5952 Howdershell Road.

City Planner Darren May stated the existing pylon sign on the property is two feet from the property line. The applicants wish to change the face of the existing pylon sign, which necessitates the need for the variance request. Staff find that variance approval will not adversely affect traffic, parking, the character of the neighborhood, the general welfare of the community, increase fire hazards, or overtax public utilities.

Ms. Wadlow asked if other locations have a similar variance elsewhere in the City.

Mr. May responded that variances have been granted for signs that do not meet setback requirements.

Mr. Hoops asked how big the sign would be.

Mr. May responded the sign is 46 square feet.

Representative of Warren Sign Company, Steve Behrens, was present for questions.

Mayor Robinson asked if anyone present wished to speak in favor of or in opposition to the proposal.

No one spoke in favor of or in opposition to the proposal and Mayor Robinson declared the hearing closed.

Mr. Hoops moved, seconded by Ms. Matlock, to grant a 28-foot variance of the 30-foot setback requirement to permit a pylon sign at 5952 Howdershell Road. The motion passed unanimously.

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| SIGN VARIANCE<br>7525 N. LINDBERGH | Mayor Robinson called to order the public hearing to consider the application by Maxi Beauty Supply, Inc., for a 129 square foot variance to permit window signage that exceeds the maximum allowable coverage at 7525 North Lindbergh Boulevard. |
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Mr. May stated the face of the building is approximately 760 square feet, which 30 percent of that total would allow a maximum of approximately 228 square feet of window signage. Existing window signs on the building occupy approximately 357 square feet. The applicant was cited by Code Enforcement for the violation which necessitated the variance request. Staff finds that variance approval will not adversely affect traffic, parking, the character of the neighborhood, the general welfare of the community, increase fire hazards, or overtax public utilities.

Mayor Robinson asked if anyone present wished to speak in favor of or in opposition to the proposal.

Eric Yoon, son of the owner of Max Beauty, stated that for beauty supply businesses, signage typically covers the entire window. If the Council allowed, they would reduce the space used for advertising.

Clara Faatz of 8 Bon Vue Drive stated she worries about signage that doesn't change or refresh.

Mr. Yoon replied that new posters are cycled out each year.

No one spoke in favor of or in opposition to the proposal and Mayor Robinson declared the hearing closed.

Mr. Smith moved, seconded by Ms. Wadlow, to table this request. The motion passed unanimously.

## **COMMUNICATIONS**

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| CHARTER<br>COMMUNICATIONS | A notice of upcoming channel changes was received from Charter Communications. |
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| EWGCG<br>BRIEFINGS                  | The October 10 issue of Briefings was received from the East-West Gateway Council of Governments.                                                                             |
| EWGCG<br>BRIEFINGS                  | The October 17 issue of Briefings was received from the East-West Gateway Council of Governments.                                                                             |
| CHARTER<br>COMMUNICATIONS           | A notice of upcoming channel changes was received from Charter Communications.                                                                                                |
| EWGCG<br>BRIEFINGS                  | The October 24 issue of Briefings was received from the East-West Gateway Council of Governments.                                                                             |
| FLOOD INSURANCE<br>RATE MAP & STUDY | A letter regarding preliminary copies of the revised Flood Insurance Rate Map and Flood Insurance Study report and was received from the Federal Emergency Management Agency. |
| EWGCG<br>BRIEFINGS                  | The October 31 issue of Briefings was received from the East-West Gateway Council of Governments.                                                                             |

Mr. Aubuchon moved, seconded by Mr. Hoops, to receive and file all communications. The motion passed unanimously.

## **UNFINISHED BUSINESS**

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| STATUS UPDATE | Ms. Wadlow asked for an update regarding the apartments on Ville Rosa Lane. |
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Mr. Leezer responded work has resumed and will provide a more detailed update at a future meeting.

## **MAYOR AND COUNCIL REPORTS**

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| WORK SESSION<br>AGENDA ITEMS | Mayor Robinson added a discussion with Prosecuting Attorney Stephanie Karr and a code enforcement update to the November 13 work session agenda. |
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There were no objections and the items were added to the November 13 work session agenda.

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| JANUARY 1 REGULAR<br>COUNCIL MEETING | A discussion to reschedule or cancel the January 1, 2025 regular Council meeting was held. |
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Ms. Matlock motioned, seconded by Ms. Hatton, to cancel the January 1, 2025 regular Council meeting. The motion passed unanimously.

**CODE OF CONDUCT** Mayor Robinson stated he spoke to City Attorney Kevin O'Keefe regarding Code of Conduct regulations for the Council and that this item would be set for discussion on a future agenda.

Ms. Wadlow stated she would like an outline of Mayor and Council responsibilities and for those to be incorporated into the Code of Conduct regulations.

**COUNCIL RETREAT** Mayor Robinson stated the Council retreat was canceled and he would like Ms. Lowery to check availability to reschedule for January.

### **CITY MANAGER'S REPORT**

**2025 EMPLOYEE HEALTH, DENTAL AND VISION BENEFITS** Assistant City Manager-Finance David Tuberty reported staff recommends purchasing employee health and dental insurance from United Healthcare and vision insurance from Vision Benefits of America (VBA) for the 2025 calendar year.

Mr. Tuberty stated that the coverage for dental, life, and vision insurance will be renewed in January 2025. United Healthcare will provide dental, life, and long-term disability insurance, with no increase in coverage rates. There will be no increase in premiums for VBA vision insurance.

Mr. Smith asked if this was an extension or a new contract.

Mr. Tuberty responded there are no contracts. The City will be on a month-to-month service.

Mr. Smith asked if all employees were eligible for enrollment.

Mr. Tuberty responded affirmatively.

Mr. Hoops moved, seconded by Mr. Smith, to concur with the staff recommendation to purchase dental insurance from United Healthcare. The motion passed unanimously.

Ms. Wadlow moved, seconded by Ms. Matlock, to concur with the staff recommendation to purchase vision insurance from VBA. The motion passed unanimously.

Mr. Aubuchon moved, seconded by Mr. Hoops, to concur with the staff recommendation to purchase life insurance from United Healthcare. The motion passed unanimously.

**CONTRACT FOR PLANNING SERVICES** Mr. Leezer stated staff recommends approval of a contract with PGAV Planners, LLC for planning services.

Mr. Leezer stated this contract with PGAV Planners would take on a complete and thorough review of our procedures, which would improve customer service and identify inefficiencies. Mr. Leezer stated PGAV would also develop a flowchart/checklist of each process to track progress of each application and related permit.

Ms. Wadlow moved, seconded by Mr. Hoops, to concur with the staff recommendation to approve a contract with PGAV for planning services and to place the draft bill on this agenda for introduction. The motion passed unanimously and the bill was added to the agenda as item 17.a.

#### COMPREHENSIVE PLAN UPDATE

Mr. Leezer stated that over the past year, representatives from PGAV have led the City's efforts to develop a much-needed Comprehensive Plan.

Associate Director of PGAV Planners Catherine Hamacher gave an outline of the Comprehensive Plan process and timeline that will guide the growth, real estate development, and improvements for Hazelwood. Ms. Hamacher discussed past Comprehensive Plans, important changes since the last plan, and objectives for the future.

Mr. Marquez asked if they would provide ideas to the City as recommendations.

Ms. Hamacher replied affirmatively.

Mr. Smith asked why they did not compare our City with nearby cities such as Florissant.

Ms. Hamacher responded this was mainly due to housing, and she would get more information to them.

Mr. Smith asked if Hazelwood is considered a food desert due to not enough grocery stores located in the City.

Ms. Hamacher responded the steering committee can attest that the City lost a lot of stores to Florissant due to their placement of stores.

#### DUMPSTER

Mr. Leezer announced due to the recent flooding dumpsters would be situated on streets in areas most affected.

#### **CITY ATTORNEY'S REPORT - None**

#### **CITY CLERK'S REPORT**

#### CANDIDACY FILING

Ms. Lowery stated filing for candidacy for the April 8, 2025 election will open on December 10, 2024, at 8 a.m. and close on December 31, 2024, at 5 p.m.

Petitions for a three-year term for Wards 1, 3, 5, & 7 can be picked up from the City Clerk's office during regular business hours. Candidates must have lived in the City for at least two years immediately prior to the election and must be 21 years of age and a registered voter.

#### **COMMISSION AND BOARD REPORTS**

Mr. Aubuchon moved, seconded by Mr. Hoops, to receive and file the minutes September 10 Community Enrichment Commission and the September 23 Historic Preservation Commission meetings. The motion passed unanimously.

#### **REPORT & SCHEDULE OF COMPENSATION**

Chairman of the Compensation Commission Marty Opfer was not present.

Ms. Lowery stated the Council has been provided with the minutes of the September 4 Compensation Commission meeting and as provided in the Charter, a Report of the Commission and Schedule of Compensation which have been filed in the office of the City Clerk. This process gives notice of that filing. The schedule shall apply effective December 1 unless disapproved by a resolution approved by two-thirds majority vote of the Council before that time.

Ms. Wadlow moved, seconded by Mr. Aubuchon, to acknowledge receipt of the minutes of September 4, 2024 Compensation Commission meeting and the November 1, 2024 Report of the Commission and Schedule of Compensation as filed in the City Clerk's office. The motion passed unanimously.

#### **NEW BUSINESS - None**

#### **INTRODUCTION AND FIRST READING OF BILLS**

##### **COMPREHENSIVE MASTER PLAN**

Mayor Robinson called for the first reading of a bill to approve a contract with PGAV Planners, LLC for planning services not to exceed \$80,000.

There were no objections and Bill 5152 was read by title only:

**AN ORDINANCE AUTHORIZING A CONTRACT WITH PGAV PLANNERS, LLC FOR PLANNING SERVICES AT A COST NOT TO EXCEED EIGHTY THOUSAND DOLLARS (\$80,000).**

Bill 5152 will be on the agenda for second reading on November 20.

#### **SECOND READING OF BILLS AND ACTION ON BILLS**

##### **BILL 5151 PURCHASE GENERATORS**

Mayor Robinson called for the second reading of Bill 5151 to approve the purchase and installation of two generators for Firehouse #2 and the Community Center at a cost not to

exceed \$390,685.

There were no objections and Bill 5151 was read by title only:

**AN ORDINANCE AUTHORIZING A CONTRACT WITH COMPASS ELECTRICAL SOLUTIONS, LLC FOR PURCHASE AND INSTALLATION OF GENERATORS FOR FIREHOUSE #2 AND HAZELWOOD COMMUNITY CENTER AT A COST NOT TO EXCEED THREE HUNDRED NINETY THOUSAND SIX HUNDRED EIGHTY-FIVE DOLLARS (\$390,685.00).**

Mr. Aubuchon moved, seconded by Mr. Hoops, the adoption of Bill 5151 as an ordinance. The following vote was recorded on the motion:

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| <u>AYE - 8</u> | <u>NAY - 0</u> |
| Ms. Matlock    |                |
| Mr. Smith      |                |
| Mrs. Hatton    |                |
| Mr. Hoops      |                |
| Mr. Aubuchon   |                |
| Mr. Marquez    |                |
| Ms. Wadlow     |                |
| Mayor Robinson |                |

Bill 5151 was unanimously adopted as Ordinance 5033-24.

### **MISCELLANEOUS BUSINESS AND ANNOUNCEMENTS**

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| CITY HALL CLOSED | City Hall will be closed on November 11 in observance of Veterans Day. |
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| WORK SESSION MEETING | Mayor Robinson announced the Council work session meeting will take place on November 13 at 6 p.m. |
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| COUNCIL MEETING | Mayor Robinson announced the next regular Council meeting would be held Wednesday, November 20, at 6:30 p.m. in the Council Chambers. |
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| <b>ADJOURNMENT</b> | There being no further business to come before the Council, the meeting was adjourned at 8:02 p.m. |
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ATTEST:

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Matthew G. Robinson - Mayor  
City of Hazelwood, Missouri

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Julie Lowery, CMC - City Clerk  
City of Hazelwood, Missouri