



**MINUTES OF THE
CITY OF FRONTENAC
WAYS AND MEANS COMMITTEE
TUESDAY, OCTOBER 09, 2007, 7:00 P.M.**



A. CALL TO ORDER

The October 9, 2007 meeting of the Ways and Means Committee of the City of Frontenac was called to order at 7:03 P.M.

B. ROLL CALL

The following Committee members were present:

Chairman Warren Winer, Treasurer Ronald Tennenbaum, Becky Brown, Mark Kiehl, Henry Dubinsky, Alderman Keith Krieg and Jane Rubin.

Also in attendance were Alderman John Wynne, Finance Officer Julie O'Guinn and City Administrator Bob Shelton.

Administrative Clerk Shari Cooper noted that there was a quorum.

C. APPROVAL OF AGENDA:

MOTION: Alderman Krieg motioned and Ms. Brown seconded approval of the agenda. All voting members present voted in the affirmative. **MOTION PASSED.**

D. APPROVAL OF MINUTES:

Chairman Winer requested approval of the June 12, 2007 Regular Meeting Minutes.

MOTION: Mr. Kiehl motioned and Ms. Rubin seconded approval of the agenda. All voting members present voted in the affirmative. **MOTION PASSED.**

Chairman Winer requested approval of the September 11, 2007 Regular Meeting Minutes.

MOTION: Mr. Dubinsky motioned and Mr. Kiehl seconded approval of the agenda. All voting members present voted in the affirmative. **MOTION PASSED.**

E. PUBLIC FORUM (PRESENTATION OF REMARKS AND/OR PETITIONS):

No comments made.

F. COMMENTS BY COMMITTEE MEMBERS:

No comments made.

G. CHAIRMAN'S COMMENTS:

No comments made.

H. REVIEW OF AUGUST FINANCIAL REPORTS:

Ms. O'Guinn stated that she had been entering data from August and September and continuing paper reconciliation of those months. She continued with the August revenues and informed the members that the report showed a decline compared with last year, but the September revenues were stronger in comparison.

Mr. Shelton advised that they were tracking the percentage of sales tax compared to sales. Ms. O'Guinn said that the sales tax fluctuated only a few percentages (between 40-44%).

Mr. Kiehl requested a budget column on the revenue report and that the Investments sheet reflected accrued interest.

Ms. Rubin asked if we had a process to check with the stores to make sure all stores were reporting correct sales tax. Ms. O'Guinn stated that we can request a report from Department of Revenue that would show these payments. Mr. Shelton added that we have just been going by what St. Louis County has been giving us and the only time we really check is when we see a huge difference. Mr. Kiehl questioned how we knew if the totals were correct. Mr. Shelton stated that the figures are adjusted monthly and we receive an end of the year report that we review. He also stated that we do not receive a per capita report of the data. Mr. Kiehl added that we should make a trip yearly to St. Louis County to find their guidelines on calculations. Mr. Dubinsky said that we should find another city that might share the same problem.

Mr. Winer stated that the report on the revenues was a good update for discussion.

I. OLD BUSINESS:

❖ *Municipal Complex:*

Mr. Shelton remarked that the numbers regarding the municipal complex have been compiled and they have spoke with the Steering Committee and Board of Aldermen and after all of the cuts to the building we are only looking at a savings of \$70,000. Mr. Shelton added that the Board requested to finish the drawings as-is and provide to them complete sets. Mr. Winer added that at the end of the 1st quarter we would need to look at the funds and make sure it may still be feasible.

❖ *I-64 Impacts:*

Mr. Shelton talked with Brentwood and their overall sales tax has gone up 9% but one restaurant's sales have dramatically reduced. Mr. Kiehl stated that people will shop Frontenac if they want to shop Frontenac. Mr. Shelton responded that he does have a meeting later this week to speak with Plaza Frontenac and the Hilton. Mr. Shelton also noted that Port St. Louis in Frontenac Grove is closing.

Mr. Winer asked what would be going in at Conway Centre. Mr. Shelton responded that Stifel Nicolaus is on the entire 2nd floor and Calico Corners will be on the 1st floor along with a restaurant that they are encouraging to open in late November.

❖ *Investments:*

Mr. Kiehl advised that they rolled over the investments and rates are up a small amount.

❖ *Accounting Software:*

Ms. O'Guinn spoke on the accounting software review and that Ronna Alaniz had suggested checking into an updated version of Peachtree with multiple licenses for access by department heads. Ms. O'Guinn has reviewed the current information and requested other cities incite and attributes of their accounting systems. She requested to meet with members to prepare a report regarding the different accounting systems.

❖ *Audit Action Plan:*

Mr. O'Guinn advised she will complete a worksheet for the committee on what was cited for improvement along with an action plan and timeline. Mr. Winer stated that this would be quite helpful to have something for the next meeting to review.

J. NEW BUSINESS:

❖ *Strategic Plan – Strategies 6 and 11:*

Mr. Shelton discussed that the Board is beginning to implement the strategic plan and letting the committees know about it and keeping them informed. Mr. Kiehl asked what is going to happen to Shriner's Hospital. Mr. Shelton responded that the Director stated that in about 5 years they will be vacating the site.

❖ *Management Report to Board:*

Mr. Shelton stated they will need to develop an internal status report to let the Board know what is happening. Mr. Kiehl requested a one page summary of this report should go to the Board members. Mr. Winer asked what goal should be set for this to occur. Mr. Shelton said that we are shooting for November Board Meeting.

K. SCHEDULE DATES FOR NEXT MEETINGS:

Tentatively Tuesday, November 13, 2007, 7:00PM

L. ADJOURNMENT

MOTION: Mr. Kiehl motioned and Alderman Krieg seconded that the meeting be adjourned. All voting members present voted in the affirmative. **MOTION PASSED.**

Meeting adjourned 7:43 P.M.