

CITY OF FRONTENAC



MINUTES OF THE WAYS AND MEANS COMMITTEE FRONTENAC CITY HALL Tuesday, March 12, 2019

A. CALL TO ORDER

The March 12, 2019 meeting of the Ways and Means Committee of the City of Frontenac was called to order at 7:00 p.m.

B. ROLL CALL

The following Committee members were present:

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|---------------------------|----------------|
| ✓ Chairman John O'Connell | ✓ Jane Rubin |
| ✓ Alderman Bray | ✓ Tim Sant |
| ✓ Mark Kiehl | ✓ Warren Winer |

Ms. Cooper noted there was a quorum.

Also in attendance were City Administrator Jaysen Christensen, Finance Officer Lea Ann Bennett, and Administrative Assistant Shari Cooper.

C. APPROVAL OF AGENDA:

Chairman O'Connell requested approval of the March 12, 2019 agenda.

Chairman O'Connell asked for a motion to approve the agenda.

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

D. APPROVAL OF MINUTES:

Chairman O'Connell requested approval of the February 12, 2019 minutes.

Chairman O'Connell asked for a motion to approve the minutes.

MOTION: Mr. Kiehl motioned and Alderman Bray seconded approval of the February 12, 2019 minutes. All voting members present voted in the affirmative. **MOTION PASSED.**

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

No comments were made at this time.

F. COMMENTS BY COMMITTEE MEMBERS:

No comments were made at this time.

G. CHAIRMAN'S COMMENTS:

No comments were made at this time.

H. REVIEW OF FINANCIAL REPORTS:

February 2019:

Ms. Bennett stated there are several new reports given to members to be discussed this evening. She requested if there were any questions that needed to be addressed first. Mr. Kiehl noted that the revenues are above budget and expenses are below budget, and asked how much of this is real savings versus timing. Ms. Bennett stated that revenue wise the building permits, miscellaneous revenues and interest income are all real differences.

Mr. Kiehl inquired if business licenses compared to budget and real estate tax compared to budget are temporary numbers? Ms. Bennett stated yes, she believes they are only temporary due to timing. She stated that in May we usually see a larger number after the appeals are over. Business licenses are also due to timing. Alderman Bray asked in regards to business licenses what percentage are income based compared to square footage based. Ms. Bennett stated she would have to ask our City Clerk, Leesa Ross. Alderman Bray stated that this would be a good time to look and see comparable districts and get this changed before all the businesses in the DESCO building are set. Mr. Christensen stated that we will start researching this.

Ms. Bennett stated that there was still one major retailer that has not reported since December of 2017 yet did report for 2018. She stated that she has asked the company and the state about this number yet has received no updates. Alderman Bray stated that maybe we should send an email to the company and cc State Auditor about their non-reporting of numbers. Chairman O'Connell stated it's worth a try.

I. OLD BUSINESS:

Sales Tax Trends

Ms. Bennett stated that the rolling 12 report shows us up 2.55% compared to budget. Mr. Kiehl inquired about the three (3) retailers that didn't report generally what would be the amount. Ms. Bennett stated that stormwater only would be half of the variance with one (1) being an anchor. Discussion took place with members on how to go about receiving this information from those retailers.

Utility Tax Lawsuit Updates

Mr. Christensen stated that there is a Charter trial date set for May 10 although that could potentially be pushed to August. Charter is arguing that the telephone landline tax is VOIP and not subject to the phone tax. A summary judgement on the AT&T Mobility lawsuit is anticipated on June 7th. This will help shape what will be tried (i.e. prepaid phones, data vs. voice). A trial date is not expected until next year.

Internal Controls Review

Ms. Bennett stated she spoke with the firm in Columbia and are working towards a meeting date.

Fiscal Outlook

Chairman O'Connell stated that this is on-hold for this month. Ms. Bennett stated that we did have a revenue sub-committee meeting and emailed the department heads today and asked for an estimated date of when worksheets will be done, so that we should be able to start expense meetings within the next three (3) weeks.

Employee Salaries

Mr. Christensen stated that there are no changes. After the elections, he will be speaking with the newly elected Mayor and see what direction they would like to go.

J. NEW BUSINESS:

No comments were made at this time.

K. SCHEDULE DATES FOR NEXT MEETINGS:

Discussion took place within the committee members on dates of upcoming meetings.

Regular Ways & Means Meeting, Tuesday, April 9, 2019 at 7:00 pm

Revenue Committee Meeting, Monday, April 15 at 2:00 pm

Expense Committee Meeting, Tuesday, April 16th at 3:00 pm

L. ADJOURNMENT

Chairman O'Connell asked for a motion to adjourn the meeting.

MOTION: Mrs. Rubin motioned and Alderman Bray seconded the meeting be adjourned. All commission members presented voted "Aye". **MOTION PASSED**.

The meeting adjourned at 7:41 p.m.