

CITY OF FRONTENAC



MINUTES OF THE WAYS AND MEANS COMMITTEE REGULAR MEETING FRONTENAC CITY HALL NOVEMBER 16, 2021

A. CALL TO ORDER

The November 16, 2021 regular meeting of the Ways and Means Committee of the City of Frontenac was called to order at 3:00 p.m. The meeting took place via teleconference.

B. ROLL CALL

Chairperson Tim Sant
Ken Marx
Warren Winer

Katie Dixon
Tom Mug
Aldersperson Dan Millman

Ms. Ross stated there was a quorum.

Ms. Emily Arneson and Mayor Hatfield were also in attendance.

Also in attendance were City Administrator, Jaysen Christensen; Finance Officer, Lea Ann Bennett; and City Clerk, Leesa Ross.

C. VOTE TO APPROVE AGENDA

Chairperson Sant asked for a motion to approve the November 16, 2021 agenda.

MOTION: Mr. Mug made a motion and Mr. Winer seconded approval of the agenda. All members present voted yes. **MOTION PASSED.**

D. VOTE TO APPROVE MINUTES

Chairperson Sant asked for a motion to approve the set of minutes for October 19, 2021.

MOTION: Mr. Marx made a motion and Mr. Mug seconded approval of the October 19, 2021 meeting minutes. All members present voted yes. **MOTION PASSED.**

E. PUBLIC FORUM

There were no comments by the public at this time.

F. CITY ADMINISTRATOR REPORT

Mr. Christensen gave a report about the new developments within the city. The development by Barry Simon of the B’Nai El property on North 40 Drive will go to the Planning & Zoning Commission in December. This is a development of eleven homes. The comprehensive plan has formally started. The employee salary study will begin soon, as the city is waiting for the fire union to start negotiations. The city is looking at new salary updates effective January 1.

An emergency generator repair is needed, as there is damage to the inner tank. The generator is currently 12 years old and is anticipated to last an additional 15 years. The anticipated cost to replace the inner generator tank is \$72,000. Alderperson Millman asked how we missed the life expectancy of the generator by 15 years. Mr. Christensen said the life expectancy came from the manufacturer. The problem is the leak, and the manufacturer is also baffled. Alderperson Millman asked is this an insurance claim. Mr. Christensen said that is something the city will explore.

Kevin Hallaron has been hired as Assistant Fire Chief effective December 27. Chief Ulses is retiring and Assistant Chief Blake will become Fire Chief in January.

There was a meeting last night of North West End Park, for them to consider forming a Community Improvement District, which will allow them to assess themselves to repair and maintain their streets. The cost to fix the streets could cost \$2,000,000. If a CID is established the assessment to each resident will be \$1100 a year for 20 years. There are 141 residential properties and there is still a lot of discussion among the residents.

Update on Geyer Road. City will be passing an ordinance for phase II & III. There is ongoing discussion as to where the sidewalks should go. An ad hoc committee was established to discuss this topic.

G. PUBLIC FORUM

None

H. COMMENTS BY COMMITTEE MEMBERS

No comments from the committee members.

I. CHAIRPERSON’S COMMENTS

Chairperson Sant welcomed Katie Dixon to the committee.

J. REVIEW OF FINANCIAL REPORTS

- **October 2021**

Ms. Bennett stated revenues are up and sales tax is up 50% over budget. On gas utility tax, the city contracted with Azavar, to look at addresses of all businesses and residents to evaluate their utility taxes. There were ten addresses, with one being commercial, and there was a settlement from Spire, we received in the amount of \$7700 from them. Azavar will receive 37%, and the city should see additional revenue going forward. They have not completed Ameren or telecommunications company audit. She said fire department personnel expenses on page 18 are running high due to overtime, as there are duty injuries and employees out on FMLA.

Mr. Marx said health insurance costs appear to be high. Ms. Bennett stated November health insurance was paid in October.

Unrestricted cash for October is approximately \$5,500,000. There was discussion about the storm water fund and expenses.

Mr. Marx inquired as to the upcoming PILOT payment for new businesses in Stifel building. Mr. Christensen said each are negotiated individually but the PILOT will be for the life of the property, as long as a non-sales tax generated business is there.

K. OLD BUSINESS:

Sales Tax Trends

Ms. Bennett stated sales taxes reflect November numbers. November amounts are high compared to what we expected to receive. These amounts reflect 90% of sales and 10% are catch-up sales. She said she will do an apples to apples trend by the end of December.

Mayor Hatfield asked were we still projecting sales taxes to be down. Ms. Bennett stated yes.

ARPA Funds

Ms. Bennett discussed the ARPA funds and what the city must do to capture the funds. She said they can be spent on water and sewer; broadband; revenue loss; employee premium pay; and public health and negative economic impact. She said we could possibly account for the ambulance and some stormwater projects. She said the first report is due in April. The base year starts July 2019, and government allows 4.4% growth for three years. There was discussion whether the city should hire a consultant to help with this.

Audit Update

Ms. Bennett stated the audit will be presented in December.

There was additional discussion about the city hiring an investment manager.

L. NEW BUSINESS:

None

M. SCHEDULE DATES FOR NEXT MEETINGS:

Tuesday, December 21 at 3:00 p.m.

N. ADJOURNMENT

MOTION: Alderperson Millman made a motion and Mr. Mug seconded to adjourn the meeting. All Committee members voted "Aye".

The meeting adjourned at 3:52 p.m.

Attachments to the minutes: 2021 Financial Report

October 2021 Financial Report
Unrestricted Cash Report dated 10/31/2021
ARPA Fund Handout