

# CITY OF FRONTENAC



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

### A. CALL TO ORDER

The March 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 Margaret Sherwood	Tim Sant
Tom Mug	Ken Marx
Bob Lenzen	Aldersperson Dan Millman
Warren Winer	

Ms. Arneson, Assistant Treasurer, ex-officio was absent.

Ms. Ross stated there was a quorum.

Mayor Hatfield and Fire Chief Ulses were 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 Sherwood asked for a motion to approve the March 16, 2021 agenda.

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

### D. VOTE TO APPROVE MEETING MINUTES

February 23, 2021 meeting minutes.

**MOTION:** Mr. Mug made a motion and Aldersperson Millman seconded approval of the February 23, 2021 meeting minutes. All members present voted yes. **MOTION PASSED.**

## **E. PUBLIC FORUM**

There were no comments by the public at this time.

## **F. COMMENTS BY COMMITTEE MEMBERS**

There were no comments made at this time.

## **G. CHAIRPERSON'S COMMENTS**

Chairperson Sherwood made comments at this time.

## **H. REVIEW OF FINANCIAL REPORTS**

- **February 2021**

Ms. Bennett presented the financial report information, which is attached.

## **I. OLD BUSINESS:**

### **Sales Tax Trends**

Ms. Bennett presented the sales tax trends report, which is attached. Ms. Bennett also referenced the Incode report.

### **Sales Tax & Utility Tax Audit**

Ms. Bennett stated there is no update at this time.

### **Property Tax**

Chairperson Sherwood stated there is no update at this time.

### **Worker's Comp Update**

Chairperson Sherwood stated there is no update at this time.

### **Sales Tax Interruption Claim**

Mr. Christensen stated there is no update at this time.

### **Utility Tax Lawsuit Updates**

Mr. Christensen stated there is no update at this time.

### **Development Updates**

Mr. Christensen gave an update on the City's new developments.

### **COVID-19 Updates**

Mr. Christensen gave an update on COVID-19.

### **Potential Fire District**

Mr. Christensen updated the Committee on this issue.

### **Multi-Year Plan**

Aldersperson Millman updated the Committee on the multi-year plan. He stated additional information will be presented to the Committee soon.

### **Board's Requests**

#### **i. Evaluate impact of 60<sup>th</sup> and 90<sup>th</sup> Percentile Salary Increases**

Mr. Christensen presented information to the Committee on this topic.

#### **ii. Review Adding Step Increase to the FY 20-21 Budget**

Mr. Christensen discussed this issue with the Committee. He also stated a bill has been prepared on this topic for today's Board of Aldersperson's meeting. There was extensive discussion by the Committee members.

Chairperson Sherwood asked for a recommendation for the Board of Alderspersons and a motion on this topic.

**MOTION:** Mr. Lenzen made a motion and Mr. Winer seconded the motion that the Ways and Means Committee recommends that the Board of Alderspersons unfreeze all salaries for the current fiscal year including making any "retroactive" portion of the step increases as one-time retention incentive payments, with the retention period being through 6/30/2021.

**Roll Call Vote:** Mr. Mug “Aye”; Mr. Lenzen, “Aye”; Mr. Winer, “Aye”; Mr. Sant, “Aye”; Mr. Marx, “Aye”; Alderperson Millman, “Abstain”; and Chairperson Sherwood, “Aye”. The vote passes with six “Ayes” votes and one “Abstain” vote.

**J. NEW BUSINESS:**

**Budget Schedule**

The budget schedule was discussed by the Committee.

Revenue Work Sessions –

Tuesday, March 30, 2021, 3:00 p.m.

Tuesday, April 13, 2021, 3:00 p.m.

**K. SCHEDULE DATES FOR NEXT MEETINGS:**

Tuesday, April 20, 2021, 3:00 p.m.

**L. ADJOURNMENT**

**MOTION:** Mr. Winer made a motion and Alderperson Millman seconded to adjourn the meeting. All Committee members voted “Aye”.

The meeting adjourned at 5:10 p.m.

Attachments to the minutes:

February 2021 Financial Report

City of Frontenac, Unrestricted Cash Sheet dated 2/28/2021

Sales Tax Comparison Reports

Step Rate Cost for Budget Year 20-21

J. Christensen - Salary Studies Memo

J. Christensen – Firefighter Turnover Memo

Exhibit A -Frontenac Firefighter Turnover

Exhibit B – Comparison of turnover rates and compensation

Exhibit C-2 – Cost of reducing steps to firefighters & police patrolmen (60<sup>th</sup> percentile)

Exhibit C-2 – Cost of reducing steps to firefighters & police patrolmen (90<sup>th</sup> percentile)