

CITY OF FRONTENAC



MINUTES OF THE WAYS AND MEANS COMMITTEE HELD IN-PERSON AND VIDEO/PHONE 3:00 P.M., WEDNESDAY, DECEMBER 20, 2022

A. CALL TO ORDER

The December 20, 2022 meeting of the Ways and Means Committee of the City of Frontenac was called to order at 3:00 p.m.

Chairperson Sant called the meeting to order. Members participated in-person as well as via video and phone.

B. ROLL CALL

Tim Sant (in-person)

Warren Winer (in-person)

Tom Mug (in-person)

John Kennedy (phone)

Aldersperson Millman (phone)

Mayor Hatfield was present via the phone.

Ms. Dixon, Mr. Marx and Ms. Arneson were absent.

City Clerk Leesa Ross stated a quorum was present.

Also in attendance was Mr. Christensen and Ms. Bennett.

C. VOTE TO APPROVE AGENDA

Chairperson Sant requested a motion to approve the agenda.

Mr. Mug made a motion and Mr. Winer made a second to the motion, to approve the December 20, 2022 agenda. All voting members present voted in the affirmative. **MOTION PASSED.**

D. APPROVE MINUTES

Chairperson Sant asked for a motion to approve the October 19 and November 29, 2022 meeting minutes.

MOTION: Mr. Mug made a motion and Mr. Winer made a second to the motion to approval of the two sets of meeting minutes. All voting members present voted in the affirmative. **MOTION PASSED.**

E. CITY ADMINISTRATOR REPORT

Mr. Christensen gave an update on the comp plan and the community survey. The results of community survey will be presented at the upcoming Board of Alderpersons meeting.

F. PUBLIC FORUM

No comments at this time.

G. COMMENTS BY COMMITTEE MEMBERS

No comments by committee members at this time.

H. CHAIR'S COMMENTS

No comments were made by Mr. Sant at this time.

I. REVIEW OF FINANCIAL REPORTS – November 2022

Ms. Bennett stated in the September financials, revenues and sales taxes are doing well. Both the sales taxes and use taxes are up. She said another account that is up is the court revenue. This is due to the increase of tickets and the department having a dedicated traffic officer. She the building permits are down, as the number of permits taken out decrease in the winter.

J. OLD BUSINESS

Unrestricted Cash

- Ms. Bennett stated this is down by \$700,000, and that is due to some large purchases including four new police vehicles. She stated the new ambulance is also in service.

Sales Tax Trends

- Ms. Bennett stated that sales tax is still outperforming expectations. As of December receipts, total sales tax is over budget by a little more than 14%.

✦ **Audit Update**

- Ms. Bennett stated the report should be delivered to the committee in January as she has received their initial reports. She stated the management letter needs to be completed.

✦ **Investment Update**

- Ms. Bennett stated the application has been filled out and the city hopes to move all monies in the money market to MOSIP. She stated she currently has over \$2 million in the checking account and she stated once property taxes begin to come in, some of that money may also be moved.

✦ **Salary Survey**

- This topic will be discussed in executive session.

K. NEW BUSINESS

There was no new business to discuss.

L. SCHEDULED DATE FOR NEXT MEETING

The next meeting date will be Wednesday, January 18.

M. ADJOURNMENT

MOTION: Mr. Winer made a motion to adjourn the meeting, and Mr. Millman made a second to the motion. The motion carried unanimously. **MOTION PASSED.**

The meeting adjourned a 3:30 p.m.