

# CITY OF FRONTENAC



## MINUTES OF THE CITY OF FRONTENAC WAYS AND MEANS COMMITTEE FRONTENAC CITY HALL WEDNESDAY, NOVEMBER 13, 2018

### A. CALL TO ORDER

The November 13, 2018 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:

- ✓ Chairman John O'Connell
- ✓ Alderman Bray
- ✓ Michelle Bock
- ✓ Mark Kiehl
- ✓ Warren Winer

Ms. Bennett noted there was a quorum.

Also in attendance were Alderman Tom O'Brien, Alderman Dan Kemper, City Administrator Jaysen Christensen, Finance Officer Lea Ann Bennett, and Mayor Margot Martin.

### C. APPROVAL OF AGENDA:

Chairman O'Connell requested approval of the November 13, 2018 agenda.

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

**MOTION:** Alderman Bray motioned and Mr. Kiehl 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 October 15, 2018 Minutes as amended.

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

**MOTION:** Mr. Kiehl motioned and Alderman Bray seconded approval of the October 15, 2018 minutes as amended. 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:**

October 2018:

Ms. Bennett addressed the revenue variances that were itemized on the top line report. Ms. Bennett asked if there were any questions that needed to be addressed.

**I. OLD BUSINESS:**

**Sales Tax Trends**

Ms. Bennett stated that we are continuing to see an average of a 4% increase in sales tax when looking at the "apples to apples" retailer comparisons.

There was discussion about a possible budget amendment to lower Work Comp and Admin Salaries.

Discussion was held on receiving sales tax reports and looking at the funds timing placement.

**Lawsuit Updates**

Mr. Christensen stated that the federal case cannot be retried. The state case can be retried, but there's no indication that it will be.

## **Salary Survey Updates**

Mr. Christensen stated no further updates as far as numbers.

## **Utility Tax Lawsuit Updates**

This was discussed in closed session with Attorney John Mulligan.

## **J. NEW BUSINESS:**

### **Internal Controls Review**

Ms. Bennett stated there are no updates as of yet. Mr. Kiehl noted that the focus should be on electronic payments, cash receipts, and court.

Mr. Christensen reported that our IT consultant firm completed a 5-year cost estimate in regards to our servers either staying on-site or being virtualized. Based on this report, it looks like it's better to stay on-site.

### **Fiscal Outlook**

Chairman O'Connell stated that the numbers for the prior year actual and current year budget need updating for the DESCOCO project, the McBride project, and the trailer park property. Discussion was held regarding the change in sales tax forecast. Chairman O'Connell is cautiously optimistic that we will have more "time" than previous models showed.

Alderman O'Brien led a discussion regarding changes in the DESCOCO project. One restaurant may be replaced with a bank, and the other restaurant may be a bit larger than originally expected. During the discussion of the bank paying a PILOT, Alderman Bray stated that we need to make sure the Financial Institution Tax is not deducted when doing the calculations.

Mr. Winer led a discussion about the trailer park property and the development proposed by Payne Homes. Density and height appear to be the biggest issues. Payne is revising their proposal, and plan to go back to the Board on Nov. 27.

Mr. Kiehl led a discussion on the plan for the April ballot. New models are pending, and a formal recommendation to the Board will be made in December.

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

*Tuesday, December 11, 2018*

**L. ADJOURNMENT**

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

**MOTION**: Alderman Bray motioned and Mr. Winer seconded the meeting be adjourned. All committee members presented voted "Aye". **MOTION PASSED**.

The meeting adjourned at 7:50 p.m.