

# CITY OF FRONTENAC



## MINUTES OF THE WAYS AND MEANS COMMITTEE FRONTENAC CITY HALL Tuesday, May 14, 2019

### A. CALL TO ORDER

The May 14, 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:

- ✓ Chairman John O'Connell
- ✓ Michelle Bock
- ✓ Mark Kiehl
- ✓ Tim Sant
- ✓ Margaret Sherwood (by phone)
- ✓ Warren Winer

Ms. Cooper noted there was a quorum.

Also in attendance were Mayor Kate Hatfield, Alderman Jamie Griesedieck, Alderman Dan Millman, City Administrator Jaysen Christensen, Finance Officer Lea Ann Bennett, and Administrative Assistant Shari Cooper.

### C. APPROVAL OF AGENDA:

Chairman O'Connell asked for a motion to approve the May 14, 2019 agenda.

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

### D. APPROVAL OF MINUTES:

Chairman O'Connell asked for a motion to approve the April 9, 2019 minutes.

**MOTION:** Mr. Kiehl motioned and Mrs. Bock seconded approval of the April 9, 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.

**F. COMMENTS BY COMMITTEE MEMBERS:**

No comments were made.

**G. CHAIRMAN'S COMMENTS:**

No comments were made.

**H. REVIEW OF FINANCIAL REPORTS:**

Ms. Bennett presented the April 2019 financial reports. Ms. Bennett stated that year-to-date actual revenues are outperforming budgeted revenues by 5.5% primarily due to higher sales tax, building permits, and interest income revenues. Ms. Bennett also stated that year-to-date expenses are under budget.

**OLD BUSINESS:**

**Utility Tax Lawsuit Updates**

Mr. Christensen stated that there was no new available information.

**Internal Controls Review**

Ms. Bennett asked the Committee for available dates to schedule interviews with auditing firms in order to obtain an estimate for an internal controls and personnel systems audit. It was noted that Brown Smith Wallace and Rubin Brown were among firms to be interviewed.

**Fiscal Outlook**

Chairman O'Connell stated that there are no further updates at this point.

**Employee Salaries**

Mr. Christensen provided a report on the cost of moving employee salaries to the 65<sup>th</sup> percentile.

## **2019-2020 Budget**

The Committee discussed the latest draft of the budget. Notable items in the proposed budget included the following:

- moving all employee salaries to the 65<sup>th</sup> percentile of the market and providing a 1% cost of living adjustment to all employees; and
- funding an update of the City's comprehensive land use plan; and
- new firefighter turnout gear.

**MOTION**: Mr. Kiehl motioned and Mrs. Bock seconded the 2019-2020 Budget be recommended to the Board of Alderman for approval. All commission members presented voted "Aye." **MOTION PASSED**.

### **I. SCHEDULE DATES FOR NEXT MEETINGS:**

*Regular Ways & Means Meeting, Tuesday, June 11, 2019 at 7:00 pm*

### **ADJOURNMENT**

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

**MOTION**: Mr. Kiehl motioned and Mr. Sant seconded the meeting be adjourned. All commission members presented voted "Aye." **MOTION PASSED**.

The meeting adjourned at 8:19 p.m.