

CITY OF FRONTENAC



MINUTES OF THE
WAYS AND MEANS COMMITTEE
HELD VIA VIDEOCONFERENCE
3:00 P.M., TUESDAY, NOVEMBER 29, 2022

A. CALL TO ORDER

The November 29, 2022 meeting of the Ways and Means Committee of the City of Frontenac was called to order at 3:02 p.m. The meeting took place via videoconference.

B. ROLL CALL

Chairperson Tim Sant
Alderperson Dan Millman
Katie Dixon

Warren Winer
Tom Mug

Committee Members Ken Marx and John Kennedy were absent.

City Administrator Jaysen Christensen stated a quorum was present.

Also in attendance was Mayor Kate Hatfield and Assistant City Treasurer, Emily Arneson

C. VOTE TO APPROVE AGENDA

Chairperson Sant asked for a motion to approve the November 22, 2022 agenda.

Mr. Mug motioned to approve the agenda. Mr. Winer seconded the motion. All voting members present voted in the affirmative. **MOTION PASSED.**

D. PUBLIC FORUM

None.

E. COMMENTS BY COMMITTEE MEMBERS

None.

F. CHAIR'S COMMENTS

None.

G. OLD BUSINESS

❖ **Salary Survey**

- Mr. Christensen provided a status update on the CBIZ compensation study process. The preliminary results have been recently provided to the City, and a meeting will be scheduled with Mr. Sant, the Mayor, Alderman Millman, Ms. Bennett, and Mr. Christensen to review the results and ask questions to CBIZ. The results will then be presented to Ways and Means.

H. NEW BUSINESS

❖ **Purchasing Policy Discussion**

- Mr. Christensen stated that the City last adopted a revised purchasing policy in 2003. As inflation has increased over the years, various purchases of goods and services have begun to exceed the dollar threshold for what city staff may approve without requiring special approval by the Board of Aldermen. The current policy requires the purchase of budgeted items between \$7,501 and \$15,000 to be approved by resolution of the Board of Aldermen in addition to other requirements. Mr. Christensen stated that Bill No. 2022-2047, going before the Board of Aldermen at its next meeting, would remove the requirement for approval by resolution for such purchases but would maintain all other existing requirements for purchases at this level, including obtaining at least three written bids, awarding the purchase to the lowest responsible bidder, and obtaining approval from the City Administrator. The policy would also continue to require that all purchases at this level be approved in the current year's budget. Mr. Christensen stated that neighboring cities have similar thresholds for Board approval of purchases. Des Peres requires Board of Aldermen approval for items above, \$15,000, and Brentwood requires Board of Aldermen approval for items at \$20,000 and greater. Mr. Christensen stated that allowing the City Administrator to approve budgeted purchases up to \$15,000 will decrease the time it takes to procure needed budgeted items and will increase operational efficiency.

Mr. Mug motioned that the Ways & Means Committee recommend that the Board of Aldermen adopt the proposed change to the purchasing policy. Mr. Winer seconded the motion. All voting members present voted in the affirmative. **MOTION PASSED.**

I. SCHEDULED DATE FOR NEXT MEETING

The next meeting date will be determined at a later time.

J. ADJOURNMENT

MOTION: Mr. Winer motioned to adjourn the meeting. Mr. Mug seconded the motion. The motion carried unanimously. **MOTION PASSED.**

The meeting adjourned a 3:21 p.m.

