

CITY OF FRONTENAC



MINUTES OF THE WAYS AND MEANS COMMITTEE CITY OF FRONTENAC MUNICIPAL COMPLEX WEDNESDAY, JANUARY 18, 2023, 3:00 P.M.

A. CALL TO ORDER

The January 18, 2023 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.

B. ROLL CALL

Tim Sant	Warren Winer
Tom Mug	John Kennedy (via phone)
Ken Marx	Katie Dixon (via phone)
Aldersperson Millman (via phone)	Emily Arneson (via phone)

Mayor Hatfield was also present.

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. Kennedy made a motion and Mr. Mug made a second to the motion, to approve the January 18, 2023 agenda. All voting members presented voted in the affirmative. **MOTION PASSED.**

D. APPROVE MINUTES

Chairperson Sant stated in the minutes, they stated the meeting was held via video conference, but the meeting was held in person.

Chairperson Sant asked for a motion to approve the revised December 20, 2022 minutes and the closed session meeting minutes.

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

E. CITY ADMINISTRATOR REPORT

Mr. Christensen stated the collective bargaining agreement was approved by the board and union. Also, the salary ordinance was passed, which brings all employees to at least the 60th percentile of the market. The collective bargaining contract is for a four-year period, January 1, 2023 through December 31,2026.

Mr. Christensen gave an update on the Spoede Road Bridge grant application, the resident survey and the upcoming final public hearing for the comprehensive plan on February 16, from 4:00 p.m. 7:00 p.m.

Mr. Christensen stated the city received a \$2.2 million dollar grant for a storm water project for Countryside which will begin in 2024. He also provided an update on Plaza Frontenac and the vacant spaces.

There was discussion among the committee on the comprehensive plan and the new zoning classification. There was discussion of a city park. Alderman Millman gave his thought about the business zoning district also. An additional discussion about the resident survey. Mr. Christensen stated he would send out the comprehensive plan information that was provided to the Board of Alderpersons and Planning & Zoning Commission, Tuesday.

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 – December 2022

Ms. Bennett stated revenue was up almost 7%, over budget, year to date, and \$227,000 was a sales tax increase, which does not include the use tax. Motor fuel tax is up 26.5% year to date. Building permits are down \$50,000 or a 36% decrease year to date. Ambulance revenue is up 26% year to date. Court fines are also doing well. Interest income is up \$36,000 for the year. She stated she will soon move money to MOSIP, where the return rate is currently 4.98% in a 180-day investment. She stated she will move funds from the general fund, as the account has over \$5 million dollars in checking account.

Ms. Bennett stated expense are down \$162,000 from budget. She said monthly expenses are down \$190,000, due to work comp and property insurance which were paid in January and not December. Currently the Fire Dept overtime is down \$18,400. The Police Department overtime is over budget due to the department participating in saturation patrols. Also, the police department equipment and vehicle maintenance, is over budget.

There was discussion about real estate taxes and PILOT payments. Also, the police department expenses are up by \$300,000, and most of that is due to the purchase off four new vehicles.

J. OLD BUSINESS

✦ Unrestricted Cash

- Ms. Bennett stated as of December 31, 2022, the unrestricted cash amount was \$8.7 million.

✦ Sales Tax Trends

- Ms. Bennett stated sales taxes are 2.7% over budget for January and 11.8% above budget year to date.

✦ Audit Update

- Ms. Bennett stated the audit firm is working on the final draft, and they will be here in February to present the budget. An extension was given to January 31, to submit the report for the GFOA award.

✦ Investment Update

- Ms. Bennett stated this topic was previously discussed.

✦ Salary Survey

- Mr. Christensen stated the salary survey was implemented on last week's payroll. The pay policy adopted by the Board, will continue to be the policy as long as it is feasible. Each year a small internal survey will be completed and a broader study, will be completed every five years.

Mr. Christensen stated there are rumors of some upcoming fire department retirements. He said they will promote within and hire new entry level positions. There was discussion of the fire department ranges with surrounding cities.

Mayor Hatfield mentioned the "best place to work" award, which Frontenac was nominated for. She stated the results will be announced in February.

K. NEW BUSINESS

There was no new business to discuss.

L. SCHEDULED DATE FOR NEXT MEETING

The next meeting date will be Wednesday, February 15, 2023, 3:00 p.m.

M. ADJOURNMENT

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

The meeting adjourned a 3:34 p.m.