

# CITY OF FRONTENAC



**MINUTES OF THE  
WAYS AND MEANS COMMITTEE  
CITY OF FRONTENAC MUNICIPAL COMPLEX  
WEDNESDAY, FEBRUARY 28, 2024, 4:00 P.M.**

## **A. CALL TO ORDER**

The February 28, 2024 meeting of the Ways and Means Committee of the City of Frontenac was called to order at 4:00 p.m.

Chairperson Sant called the meeting to order.

## **B. ROLL CALL**

Tim Sant  
Katie Dixon

Tom Mug  
Aldersperson Dan Millman

Mr. Kennedy, Mr. Marx, and Mr. Winer were absent.

Ms. Ross stated a quorum was present.

Also in attendance were Finance Officer, Lea Ann Bennett; City Administrator, Scott Schaefer; and City Clerk, Leesa Ross. Alderspersons Tom O'Brien, Meg Mannion, and Pat Kilker were also in attendance.

## **C. VOTE TO APPROVE AGENDA**

Chairperson Sant requested a motion to approve the agenda.

Mr. Mug made a motion and Ms. Dixon made a second to the motion, to approve the February 28, 2024 meeting agenda. All voting members present voted in the affirmative.  
**MOTION PASSED.**

## **D. APPROVE MINUTES**

Chairperson Sant asked for a motion to approve the January 17, 2024 meeting minutes.

**MOTION:** Aldersperson Millman made a motion and Mr. Mug made a second to the motion for approval of the January 17, 2024 meeting minutes. All voting members present voted in the affirmative to approve the minutes. **MOTION PASSED.**

**E. CITY ADMINISTRATOR REPORT**

Mr. Schaefer had no report at this time.

**F. PUBLIC FORUM**

No comments were made at this time.

**G. COMMENTS BY COMMITTEE MEMBERS**

No committee members made comments at this time.

**H. CHAIRMAN’S COMMENTS**

Mr. Sant made no comments

**I. REVIEW OF FINANCIAL REPORTS – January 2024**

Ms. Bennett stated revenue is up 3.6% and expenses are down 2%. Use taxes are 30% above budget, and 46% above last year. Telephone Utility Tax is high, as we received \$60,000 overall from the Charter Settlements, and \$15,000 this month. Cable Franchise Fees are down and will continue to decrease by ½ percent a year, until it gets down to 3%. PILOTS are up to date except for payments from Lifetime Fitness, which \$65,000 is currently due and a second payment due July 1. The police and fire contracts are down due to timing. Court fines are down for the month and for the year by 28%. Interest income for the year January is \$53,365 and were overall \$357,000 for the last 12 months. The MOSIP items matured in February and reinvested for three months. The new interest rate is either 5.28 or 5.33%, and \$11.2 million is invested in MOSIP.

There was a question regarding the real estate taxes.

**J. OLD BUSINESS**

✦ **Cash Unrestricted**

Ms. Bennett stated we have \$3,000,000 cash in the bank, and \$2,000,000 was recently transferred to a money market account. The unrestricted cash amount is \$11.200,000.

✦ **Investment Update**

Ms. Bennett stated it was previously discussed.

### ❖ **Sales Tax Trends**

Ms. Bennett stated these are January – November numbers. Larger December remittances are missing. From 2021-2022, 12% increase, and 2022-2023, 0.75% increase.

### ❖ **Budget Revenue Discussion**

Ms. Bennett stated should they budget for sales tax. There was discussion by the committee and it was decided to budget for a 2% increase in sales taxes for the upcoming budget year. There was discussion of sales taxes on food sales. There was discussion on this topic and whether this would pass in the Missouri Legislature.

## **K. NEW BUSINESS**

### ❖ **Fire Department Request – Clarification of Step Program**

Mr. Schaefer stated he was approached by Chief Blake regarding an employee who was hired in the four-step program at Step 2, and who stated he was promised to be at the top of the pay plan in two years. It became an issue when a new salary schedule was implemented. Due to the salary increases, some employees were adjusted and placed between steps. A memo was discussed. The topic under review is an issue from the FD, regarding the CBIZ study and the compensation. Employees who were not maxed out, fell between steps. The impact is to six to 12 employees. The issue is for one employee, who was hired under the four-step program.

Mr. Schaefer stated I have a solution, if they would like to do it. Additional discussion on the salary range was discussed. He presented two pay scales for PF-4 and PF-4a. Additional discussion ensued about the schedules and about how it was discussed and communicated with the department heads.

After discussion Mr. Sant stated he would refer the issue to the Board of Alderpersons. Mr. Schaefer stated this will culminate in a salary ordinance. The methodology is less than \$20,000, which more than likely would be a few thousand dollars, for a few employees.

## **L. SCHEDULED DATE FOR NEXT MEETING**

Discussion of what sub-committees should be set to review revenues. Ms. Bennett asked is an extra meeting needed or should it be done in March, at the next scheduled meeting? Mr. Sant stated revenues can be reviewed in March, and expenses should be reviewed by April. Most outlays are dominated by major capital improvements, Countryside Lane, Geyer Road and the fire pumper.

The next meeting will be Wednesday March 27, 2024, 4:00 p.m.

## **M. ADJOURNMENT**

**MOTION**: Alderperson Millman made a motion to adjourn the meeting and Ms. Dixon made a second to the motion. All members voted in the affirmative. **MOTION PASSED**.

The meeting adjourned at 5:02 p.m.