

# CITY OF FRONTENAC



## MINUTES OF THE WAYS AND MEANS COMMITTEE REGULAR MEETING FRONTENAC CITY HALL JANUARY 19, 2021

### A. CALL TO ORDER

The January 19, 2021 regular meeting of the Ways and Means Committee of the City of Frontenac was called to order at 3:00 p.m. The meeting took place via teleconference.

### B. ROLL CALL

Chairperson Margaret Sherwood  
Tom Mug  
Bob Lenzen

Tim Sant  
Ken Marx  
Aldersperson Dan Millman

Mr. Winer and Ms. Arneson, Assistant Treasurer, ex-officio, were both absent

Ms. Ross stated there was a quorum.

Mayor Hatfield was also in attendance.

Also in attendance were City Administrator Jaysen Christensen; Finance Officer, Lea Ann Bennett; and City Clerk, Leesa Ross.

### C. VOTE TO APPROVE AGENDA

Chairperson Sherwood asked for a motion to approve the January 19, 2021 agenda.

**MOTION:** Mr. Mug motioned and Mr. Lenzen seconded approval of the agenda. All voting members present voted yes. **MOTION PASSED.**

### D. VOTE TO APPROVE MEETING MINUTES

December 22, 2020 meeting minutes.

**MOTION:** Mr. Sant motioned and Aldersperson Millman seconded approval of both the December 22, 2020 meeting minutes, with minor typographical errors on pages 2, 3 and 5. All members present voted yes. **MOTION PASSED.**

## **E. PUBLIC FORUM**

There were no comments by the public at this time.

## **F. COMMENTS BY COMMITTEE MEMBERS**

There were no comments made at this time.

## **G. CHAIRPERSON'S COMMENTS**

Chairperson Sherwood made no comments at this time.

## **H. REVIEW OF FINANCIAL REPORTS**

- **December 2020**

Ms. Bennett stated revenues are up 2% or \$4,000 and revenues are up 1% or \$59,000, and net income is up \$12,000. All expenses except for bond fees are due to timing. She also stated utility taxes have seen a huge decrease in their fees and said it may be due to shifted sales from data to voice.

## **I. OLD BUSINESS:**

### **Sales Tax Trends**

Ms. Bennett stated on pages 22-25 are sales taxes received through January. She said there was a lot of missing data. One retailer amended returns and submitted additional fees in the amount of 13% of \$68,000. The storm water tax is now 15% below last year and 18% compared to budget. She said September 19-20 sales were 23% down, October sales, as reported are down 21%.

### **Sales Tax & Utility Tax Audit**

Ms. Bennett had no update at this time.

### **Property Tax**

Chairperson Sherwood stated she received the files for the property tax calculations. She said this will be used to model the property tax calculations. She stated she will work on this between now and the next meeting.

### **Worker's Comp Update**

Chairperson Sherwood stated there is no update at this time.

### **Sales Tax Interruption Claim**

Mr. Christensen stated there are no updates.

### **Utility Tax Lawsuit Updates**

Mr. Christensen said there are no updates.

### **Development Updates**

Mr. Christensen stated Uncle Julio's has changed it's opening date and said they are waiting on things to level up with the pandemic, when occupancy levels are updated in the county. He stated the city is still awaiting plans for 801 Grill. Mr. Christensen said Plaza Frontenac has all but two spaces that are leased or in the works. He said Restoration Hardware and Tempur Pedic are being built out.

### **COVID-19 Updates**

Mr. Christensen stated the city received the second half of the Cares Act Funds which totals \$239,000. Chairperson Sherwood asked Mr. Christensen had he worked with the staff on the capital expenses for all the departments. Mr. Christensen said he had not completed it and will have it by next Tuesday. Chairperson Sherwood stated she would suggest the committee schedule a meeting between now and the next meeting. Alderperson Millman stated his schedule will be best for meetings the first two weeks of February. Mr. Lenzen stated he will be out of town but will try to call in.

### **Updated Capital Expenses for Multi-Year Plan**

Alderperson Millman stated he is still working on other things. He said it will take time to work on the model. Chairperson Sherwood asked should they plan another modeling workshop. Alderperson Millman said yes, but he needs to look at dates.

Mr. Marx asked if there is a way to get a summary of unrestricted cash on hand. Ms. Bennett stated yes. Mr. Marx stated he will not be able to attend the next meeting, and asked if they could change the date, due to a conflict of another meeting he is scheduled to attend.

**J. SCHEDULE DATES FOR NEXT MEETINGS:**

The committee discussed changing the date of the next regularly scheduled Ways & Means Committee Meeting. The committee decided on Tuesday, February 23, 2021, 3:00 p.m. The multi-year plan workshop will be scheduled soon.

**K. ADJOURNMENT**

**MOTION**: Mr. Mug made a motion and Mr. Lenzen seconded to adjourn the meeting. All Committee members voted "Aye".

The meeting adjourned at 3:41 p.m.