

WAYS & MEANS COMMISSION MINUTES
CITY OF TOWN & COUNTRY, MO
Friday, July 19, 2019
Municipal Center
8:00 AM

MEMBERS PRESENT:

Alderman Sue Allen, Chairperson
Mayor Jon Dalton (Absent)
Finance Director Pam Reitz
City Administrator Bob Shelton

Ward 1

Randi Weber
Bob Aikin

Ward 2

Oz Conrad
Michael Goldberg

Ward 3

Hans Fredrickson
John Wichlenski (Absent)

Ward 4

Bob Proost
Don Roberts (Absent)
Jeff Parrotte, At-Large

OTHERS PRESENT:

Assistant Finance Director Marian Oesterle, Ryan Spencer, City Planner

Alderman Sue Allen called the meeting to order at 8:00 a.m. and the roll as noted above was taken. There was a quorum.

NEW BUSINESS

1. Approval of Agenda

Chairperson Allen stated if there were no changes to the agenda it would stand as submitted.

2. Approval of April 12, 2019 Minutes

Mr. Conrad made a motion to approve the minutes; seconded by Mr. Aikin. The Minutes were approved.

3. 2018 Financial Audit

Ms. Reitz introduced Victoria Dailey and Mike Williams with Hochschild, Bloom & Co to review the 2018 annual audit. Also present was Melissa Watson. Mr. Williams stated the firm reviewed the City's finances and procedures and all were in compliance with acceptable government accounting procedures and it is a clean opinion. Ms. Watson stated she did an in-depth review of the billing and payment related to Town Square and found no irregularities. Mr. Conrad asked if they reviewed specific expenses or big picture. Ms. Watson said both. Ms. Watson stated they did not find any irregularities in billing or payments and all procedures were followed. Mr. Conrad also asked Mr. Williams about business license collection procedures. Mr. Williams stated they have

worked with other cities who find it a challenge to collect. Mr. Shelton stated the City of Clayton hires a part time person to track businesses.

Ms. Reitz stated the City had a separate review of Other Post-Employment Benefits (OPEB) as required this year.

Ms. Dailey stated the management comments included recommending the Finance Department review the Court bank account reconciliation as the Court is now required by the State to keep their own account. Their only other recommendation was that all credit card statements have the approval of the City Administrator, which Ms. Reitz stated we are now doing.

4. Property Tax Renewal

Ms. Reitz stated the City is required to submit to St. Louis County, prior to the end of September, our proposed tax rate. The Commission recommended that the Board approve a zero tax rate, as it has in the past.

5. Insurance Renewal

Ms. Reitz distributed a summary of premiums and proposed changes to the rates. Ms. Weber inquired about dependent health, and Ms. Reitz stated the employees pay 50% of the premium. Mr. Parrotte asked about employee life coverage, and Ms. Reitz stated it is set at 150% of the employee's annual salary.

6. Bryn Wyck CID Update

Mr. Shelton stated the residents are in the process of obtaining the notarized signatures for the petition.

7. Five year Capital Plan

Ms. Reitz distributed the 5-year Capital Improvement Plan. It will be discussed further at the next meeting.

8. Audit RFP

Ms. Reitz stated we would be issuing the RFP and inquired as to if any members would be interested in serving on a review committee. It was determined that the full committee would review Staff recommendations at the next meeting.

9. Motion to adjourn

Chairman Allen stated she would entertain a motion to adjourn. Mr. Fredrickson moved to adjourn the meeting. Mr. Proost seconded. The meeting was adjourned.