

UNITED CITY OF YORKVILLE  
ADMINISTRATION COMMITTEE MEETING  
Wednesday, October 17, 2018 6:00pm  
City Hall Conference Room

**Committee Members In Attendance:**

Chairman Jackie Milschewski      Alderman Joe Plocher  
Alderman Chris Funkhouser      Alderman Jason Peterson

**Other City Officials In Attendance:**

City Administrator Bart Olson (arr. 6:10pm)      Finance Director Rob Fredrickson  
Assistant City Administrator Erin Willrett      Alderman Ken Koch

**Others in Attendance:**

Tyler Bachman, WSPY

The meeting was called to order at 6:00pm by Chairman Jackie Milschewski.

**Citizen Comments:** None

**Minutes for Correction/Approval:** September 19, 2018

The minutes were approved as presented.

**New Business:**

***1. ADM 2018-80 Monthly Budget Report for September 2018***

Mr. Fredrickson reported the sales tax is tracking 4.6% over last year. He reported on other taxes as well and said the fiscal year is going as planned. As stated last month, Ms. Willrett added that some businesses do not report their receipts each month. The holiday sales tax will be reflected in March.

***2. ADM 2018-81 Monthly Treasurer's Report for September 2018***

Mr. Fredrickson reported the following:

\$11,544,955    Projected Beginning Fund Balance

\$16,248,163    YTD Revenues

\$11,474,319    YTD Expenses

\$16,318,798    Projected Ending Fund Balance

No further discussion and the report moves to the consent agenda.

***3. ADM 2018-82 Cash Statement for August 2018***

This is an informational report and there was no discussion.

**4. ADM 2018-83 Bills for Payment**

Alderman Funkhouser asked about the closeout on the Wrigley intersection improvements. Mr. Fredrickson will request an estimate.

**5. ADM 2018-84 Monthly Website Report for September 2018**

Ms. Willrett reported a slight decrease in visits due to no festivals. In the future, Twitter use will be promoted and tracked. She reported on the top visited pages, highest numbers of posts and tracking of visitors from outside the city. No further action.

**6. ADM 2018-85 Meeting Schedule for 2019**

The committee agreed on the meeting schedule as proposed. It was noted there is a problem with some numbers missing from the city calendar on the digital side.

**7. ADM 2018-86 Annual Treasurer's Report**

Finance Director Fredrickson gave an overview of the report and said it shows the revenues, expenses for FY 2018, fund balances, vendors and payrolls. He also noted it reflects an increase of \$292,000 in the General Fund. It will be published in the *Kendall County Record* at the end of October. This moves to the consent agenda.

**8. ADM 2018-87 Tax Levy Estimate**

Highlights of the report were given by Mr. Fredrickson and previous levy amounts for 2015-2018 were included. He said there are two components for the levy which are the CPI (inflationary) and new construction. Last year the city decided to levy for the new construction component only. Revenue expected to be generated from these is \$75,000 for construction and \$66,000 for the CPI. He reported the staff recommendations and said new construction only is recommended.

He reported funding has increased for the Police Pension Fund and the fund will have over \$10 million at the end of September. He said this amount allows the city to invest in equities that can generate greater returns that could exceed 7%, but also have more risk. They also discussed return rates in the past few years.

Mr. Olson said he is asking the committee to recommend the published amount of \$3.407 million. He said the amount is higher than will probably be received, but it can be decreased at a later time. It was noted the library is going to try to capture both CPI and new construction and will publish both. Alderman Milschewski said the library is looking at repairing mechanical issues in the building. The committee agreed to recommend approval of the suggested amount and this moves forward to the consent agenda.

**9. ADM 2018-88 RFP for the Sale of the Old Jail**

Mr. Olson said Landmarks of Illinois has stepped up for this project and are fully committed. They have secured an engineering/architecture firm to evaluate the building and a report is expected in a couple weeks. He also discussed the RFI, background, tax credits, etc. and said the building is in a TIF district. It is hoped the building will eventually generate revenue. The RFP should be voted on at the November 13<sup>th</sup> Council meeting. He said he is OK with a longer timeline of 120 days.

Alderman Plocher asked if the parking lot has been separated from the building in the event the building is sold. It has not been separated, however, it can be done easily with a plat act. Mr. Olson will research any deed restrictions on the parking lot.

Administrator Olson said two developers expressed interest in the property, but not for the building. He believes the Council would prefer to save the building and asked if the committee wants to exclude proposals to demolish the building. Committee members prefer not to have the city do demolition. Mr. Olson said he hoped demolition would be a last resort and he said language could be included to specify that. The county property nearby was also discussed and there are no current plans for it. Mr. Olson read proposed revised language for the RFP that he drafted. Alderman Peterson said he believes there is a general desire to save the old jail. He asked if the land is worth the demolition price of \$78,000 and additionally for someone to invest more money to build on it.

After discussion, the committee approved proceeding with an RFP for preservation of the jail and move this forward to the full Council.

***10. ADM 2018-89 Municipal Facilities Master Plan RFP***

Mr. Olson referred to the RFP document in the agenda packet and said there is a budget for the project. The proposals can be re-bid if the Council does not approve of bid results. Several RFP details were discussed and some will be revised. Some of those discussed were additional time after publishing, scope of work, omitting some properties and details, outreach/feedback, longer timeline for the project, more flexibility in scoring, questions/answers available for all to see, log-in ability for all Council members to review, etc. Mr. Olson will have a revised draft by the next day or by November 13<sup>th</sup>.

**Old Business:** None

**Additional Business:** None

There was no further business and the meeting adjourned at 6:58pm.

Respectfully transcribed by  
Marlys Young, Minute Taker