

**UNITED CITY OF YORKVILLE  
ADMINISTRATION COMMITTEE MEETING  
Wednesday, April 17, 2024 6:00pm  
East Conference Room, #337  
651 Prairie Pointe Drive, Yorkville, IL**

**Committee Members In Attendance:**

Chairman Matt Marek  
Alderman Ken Koch  
Alderman Rusty Corneils  
Alderman Joe Plocher

**Other City Officials In Attendance:**

Assistant City Administrator Erin Willrett  
Finance Director Rob Fredrickson

**Others in Attendance:**

Cort Carlson, AACVB

The meeting was called to order at 6:00pm by Chairman Matt Marek.

**Citizen Comments:** None

**Minutes for Correction/Approval:** March 20, 2024

The minutes were approved as presented.

**New Business:**

***1. ADM 2024-15 Budget Report for March 2024***

Mr. Fredrickson said the sales tax for March was an all-time high of \$465,000 and represents sales tax from holiday shopping. It is an 11% increase over 2023. The non-home rule sales tax was also an all-time high at \$362,000 for a 4% increase. Income tax was over \$211,000 for a 13% increase. This is informational.

***2. ADM 2024-16 Treasurer's Report for March 2024***

Finance Director Fredrickson reported the following revenues:

	<u>March</u>
Beginning Fund Balance:	\$24,526,776
YTD Revenue:	\$54,163,628
YTD Expenses	\$46,369,423
Projected Ending Fund Bal.:	<b>\$32,320,981</b>

These reports are informational and move to the consent agenda.

**3. ADM 2024-17 Cash Statements for January and February 2024**

Mr. Fredrickson said the cash summary and investments are included in these reports. No further discussion.

**4. ADM 2024-18 Review of Invoices Between \$5,000 and \$25,000**

- a. March 26, 2024 Bill List
- b. April 9, 2024 Bill List

This is a summary of invoices already presented to the City Council. No further action.

**5. ADM 2024-19 Website Report for March 2024**

Ms. Willrett said hits are on the upswing and the first big event was held for St. Patrick's Day, which had the second highest number of hits. Staff is still monitoring Google analytics to insure that accurate information can still be extracted as more information is being hidden.

**6. ADM 2024-20 Aurora Area Convention & Visitors Bureau (AACVB) 2024  
Municipal Marketing Plan**

AACVB Director Cort Carlson was present and he met with staff recently to review 2023 numbers and determine the 2024 budget. It was decided to spend \$53,000. After Hometown Days last year, data was analyzed to determine what visitors did after the event and it was found there was a spike in downtown activity. The WGN takeover in June was also discussed. There will be some filming in the downtown and business owners will be interviewed. There will be live reporting and prizes will be given away. It is thought Yorkville is the first suburban city to take part in the WGN feature.

Alderman Corneils asked how the \$1.8 million impact for the city was determined. Mr. Carlson explained it is based on economic numbers AACVB gets from Tourism Economics through the state including information from spending on hotels, restaurants, etc. in each county. It is also based on credit card activity, phone apps and third party providers. Mr. Carlson will attend the next City Council meeting where this matter will be discussed on the regular agenda.

**7. ADM 2024-21 Ordinance Approving the Third Amendment to the Amended Intergovernmental Cooperative Agreement Between the United City of Yorkville and the Yorkville Bristol Sanitary District Regarding Billing for District Services**

This amendment slightly adjusts and also re-affirms this agreement allowing the city to do the billing for YBSD. Effective May 1<sup>st</sup>, YBSD wishes to start billing their commercial customers, but allow the city to continue billing residents. The city will continue to do the meter reading for the commercial customers. Mr. Fredrickson has adjusted the budget slightly from \$200,000 in YBSD fees to \$185,000. This proposed agreement will extend these services for 20 years with the ability of either party to withdraw on a 90-day notice. This moves to the consent agenda with committee approval.

**8. ADM 2024-22 Salary Ranges of City Employees**

Ms. Willrett said the salary numbers are already in the 2025 budget and this analysis discusses salary ranges. This survey is done every few years to ensure the salaries are

comparable with other municipalities in order to retain employees. The last update of these ranges was in 2018. This comparison will be done annually, however, with not as much detail. The attachments show recommendations of a 5.5% increase from 2024 to 2025. The report also shows a salary survey comparing other communities. In addition, City Administrator Bart Olson's recommendations are provided. The salary ranges were determined from these factors. This report is just the non-union employees.

Ms. Willrett said formal Council approval is not needed, however, staff would like endorsement of the figures for hiring purposes. It was noted that the external comparable salary ranges were lower than desired. A Memorandum of Understanding for patrol officers will be presented at the next City Council meeting due to some salaries falling behind. This information moves to the regular City Council agenda.

**Old Business:** None

**Additional Business:** None

There was no further business and the meeting adjourned at 6:27pm.

Respectfully transcribed by  
Marlys Young, Minute Taker