

UNITED CITY OF YORKVILLE
ADMINISTRATION COMMITTEE MEETING
Wednesday, August 21, 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

Absent: Alderman Joe Plocher

Other City Officials In Attendance:

City Administrator Bart Olson
Assistant City Administrator Erin Willrett
Finance Director Rob Fredrickson

Others in Attendance:

Joey Weslo, *Kendall County Record* (via Zoom)

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

Citizen Comments: None

Minutes for Correction/Approval: April 17, 2024

The minutes were approved as presented.

New Business:

1. ADM 2024-23 Budget Reports for April - July 2024

Mr. Fredrickson reported on percentage increases for some of the taxes received and said they will be monitored monthly. A business-by-business review will be done soon to determine trends and general information can then be provided to the committee, said Mr. Olson.

2. ADM 2024-24 Treasurer's Reports for April - July 2024

Finance Director Fredrickson reported the following revenues:

	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>
Beginning Fund Balance:	\$24,526,776	---	---	---
YTD Revenue:	\$58,145,484	\$ 3,025,730	\$10,910,103	\$13,513,204
YTD Expenses	\$49,863,958	\$ 3,224,704	\$ 6,489,132	\$ 9,979,448
Projected Ending Fund Bal.:	\$32,808,302	---	---	---

Mr. Fredrickson noted that May is the beginning of the new fiscal year. These reports are informational and move to the consent agenda.

3. ADM 2024-25 Cash Statements for March - June 2024

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

4. ADM 2024-26 Review of Invoices Between \$5,000 and \$25,000

- a. April 23, 2024 Bill List
- b. May 14, 2024 Bill List
- c. May 28, 2024 Bill List
- d. June 11, 2024 Bill List
- e. June 25, 2024 Bill List
- f. July 9, 2024 Bill List
- g. July 23, 2024 Bill List
- h. August 13, 2024 Bill List

These reports are informational.

5. ADM 2024-27 Website Reports for April - July 2024

Ms. Willrett said the July and August reports show the peak of website visits due to activities with the various programs Parks & Rec have in the summer. She said it will be interesting to see how the visit from WGN will affect the stats and she noted that another social media “takeover” is scheduled for tomorrow.

6. ADM 2024-28 DuPage Water Commission / Lake Michigan Water Sourcing Projects Costs Summary – August 2024

This report was reviewed at the Council meeting last night and it will be included on future Administration Committee meeting agendas.

7. ADM 2024-29 Ordinance Authorizing the Eighth Amendment to the Annual Budget of the United City of Yorkville, for the Fiscal Year Commencing on May 1, 2023 and Ending on April 30, 2024 (Sunflower SSA, Countryside TIF and Downtown TIF II)

Finance Director Fredrickson said this is a housekeeping item for some smaller funds that go over budget on occasion. He said the Sunflower SSA was over by about \$1,000 due to the timing of some of the mowing and the Countryside TIF is over by \$41 due to increased paying agent fees. The Downtown TIF was over budget about \$6,000 due to incremental property tax rebates approved by the Council since the property value doubled. This amendment will maintain budgetary compliance and avoid audit comment.

8. ADM 2024-30 Partial Special Census Consideration and First Steps

A special census has been done on several occasions in the past couple decades. The city is trying to capture state revenue at \$250 per resident. Mr. Olson said the city has potentially added 3,000 to 4,000 more residents, or more. When the census is complete, the city should be beyond home-rule status with a population of more than 25,000.

Ms. Willrett drafted a memo stating the process for this special census. A cost estimate is the first step along with an application fee and there will be a 4-8 week wait time before the Census Bureau responds. An agreement will need to be approved by the Council and Mr. Olson said the city is responsible for housing and office space and the Census Bureau will do the hiring. He said building permits have been tracked and the growing areas would be canvassed. He said this matter is informational at this time, but City Council will take a vote in the future.

Alderman Koch asked if this will affect the Wards, to which Mr. Olson replied re-districting could happen in the future. In response to Alderman Corneils' inquiry if the WIFIA loan would be impacted, it would not. Chairman Marek asked if there were special processes for the home rule. As soon as the population is verified by the Secretary of State, the city will become home rule.

Old Business: None

Additional Business: None

There was no further business and the meeting adjourned at 6:16pm.

Respectfully transcribed by
Marlys Young, Minute Taker