

**UNITED CITY OF YORKVILLE
ADMINISTRATION COMMITTEE MEETING
Wednesday, February 19, 2025 6:00pm
East Conference Room, #337
651 Prairie Pointe Drive, Yorkville, IL**

Committee Members In Attendance:

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

Other City Officials In Attendance:

City Administrator Bart Olson Assistant City Administrator Erin Willrett, via Zoom
Finance Director Rob Fredrickson Lynn Dubajic Kellogg, City Consultant

Others in Attendance: None

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

Citizen Comments: None

Minutes for Correction/Approval: November 20, 2024

The minutes were approved as presented.

New Business:

1. ADM 2025-01 Budget Reports for November 2024 – January 2025

Mr. Olson discussed a sales tax analysis he did that included several months. He said the \$565,000 sales tax item for January was the largest month so far and actually represents October sales. They were up 40% from the year prior. He and Mr. Fredrickson looked into the huge spike and found there was a one-time audit and disbursement of revenues from some businesses in town which accounted for \$40,000. Another \$40,000 might have occurred due to a sales tax methodology change at the state level. Sales previously categorized as use tax, will be reclassified to sales tax. He said the average of 2 months reflected a \$210,000 increase. He noted that all of this information is based on the 1% municipal sales tax only. This is informational.

2. ADM 2025-02 Treasurer's Reports for November 2024 – January 2025

Finance Director Fredrickson reported the following revenues:

	<u>November '24</u>	<u>December '24</u>	<u>January '25</u>
Beginning Fund Balance:	\$33,399,009	33,399,009	33,399,009
YTD Revenues:	\$32,420,558	36,298,728	39,169,168
YTD Expenses	\$33,109,627	45,372,989	51,021,195
Projected Ending Fund Bal.:	\$32,709,940	24,324,748	21,546,981

These move to the consent agenda.

3. ADM 2025-03 Cash Statements for October and November 2024

Mr. Fredrickson said the cash balances are shown on page 1 and investments on page 2.

4. ADM 2025-04 Review of Invoices Between \$5,000 and \$25,000

**Bill Lists for November 26, 2024, December 10, 2024, December 18, 2024,
January 14, 2025, January 28, 2025, February 11, 2025**

Chairman Marek noted the charges for Mathewson are starting to show on these reports.

5. ADM 2025-05 Website Reports for November 2024 – January 2025

Ms. Willrett said the hits are on a downward trend since there are no events at this time. She said St. Patrick's Day will increase the hits. Alderman Marek noted the Police Department page had the biggest jump for all 3 months. This is informational.

6. ADM 2025-06 Ordinance Amending Water Service Rates for City Buildings

Finance Director Fredrickson said this ordinance would propose a special water rate for city buildings. He said the water loss for city buildings is tracked, however, the city does not charge itself for water usage. The city would bill itself and help to reduce the water loss figure. He said the city does track water usage for firefighting, draining hydrants, brine-making, street-sweeping, and this may count towards the water loss as well. This will move to the consent agenda.

7. ADM 2025-07 Resolution Authorizing the Purchase of Office Furniture in an Amount not to Exceed \$54,100

Mr. Olson said some additional furniture was determined to be needed after moving into the city hall. Among those items are tables and desks. Thirteen movable tables, primarily for use by the Police Department during training, are being requested. Five of the tables are powered and the total cost is about \$22,000. The desks would be designated for additional office space gained by converting an unused conference room. The cost for the desks is about \$16,000. Additional furniture will be purchased as well. No budget amendment is needed and Mr. Olson recommended approval for the purchase made under a state procurement contract. A super majority vote is needed and this will move to the regular agenda.

8. ADM 2025-08 Salary Schedule Amendment for Fiscal Year 2026

For FY2026, Mr. Olson said the city is proposing a 5% increase across the board. A salary analysis was done of neighboring towns and generally they were all comparable and the city is competitive. He said a 5% increase for non-union employees will also be recommended. He said there is one new salary range for an Economic Development Coordinator to be hired. This moves to the consent agenda.

Old Business: None

Additional Business: None

There was no further business and the meeting adjourned at 6:29pm.

Respectfully transcribed by Marlys Young, Minute Taker