

**UNITED CITY OF YORKVILLE  
ADMINISTRATION COMMITTEE MEETING  
Wednesday, May 21, 2025 6:00pm  
East Conference Room, #337  
651 Prairie Pointe Drive, Yorkville, IL**

**Committee Members In Attendance:**

Chairman Rusty Corneils                      Alderman Matt Marek  
Alderman Chris Funkhouser                  Alderman Ken Koch via Zoom

**Other City Officials In Attendance:**

Assistant City Administrator Erin Willrett  
Finance Director Rob Fredrickson

**Others in Attendance:** None

The meeting was called to order at 6:00pm by Chairman Rusty Corneils.

**Citizen Comments:** None

**Minutes for Correction/Approval:** March 19, 2025

The minutes were approved as presented.

**New Business:**

***1. ADM 2025-15 Budget Reports for March and April 2025***

Mr. Fredrickson reported that sales tax continue strong. The municipal tax is up 9-10% year over year and non-home rule tax is up 7-8%. He said some expenses and revenue may occur in May-June-July that will be moved back to the current budget year. The auditors will submit a report in October.

***2. ADM 2025-16 Treasurer's Reports for March and April 2025***

Finance Director Fredrickson reported the following:

	<u>March 2025</u>	<u>April 2025</u>
Beginning Fund Balance:	\$ 31,282,285	\$ 31,282,285
YTD Revenues	\$112,053,486	\$118,133,497
YTD Expenses	\$ 71,655,574	\$ 76,238,227
Projected Ending Fund Bal.:	<b>\$ 71,680,197</b>	<b>\$ 73,177,555</b>

These reports move to the consent agenda.

***3. ADM 2025-17 Cash Statements for December 2024 – March 2025***

Mr. Fredrickson said the cash is at a low point now as the year winds down. He reported on bonds/water bonds, treasury bills and the insured cash sweep which had been approved by the Council. Alderman Funkhouser asked about the interest on the bonds and where it goes. Interest goes to the applicable fund, either the Water or Public Works funds. This item is informational.

**4. ADM 2025-18 Review of Invoices Between \$5,000 and \$25,000**

- a. March 25, 2025 Bill List
- b. April 8, 2025 Bill List
- c. April 22, 2025 Bill List
- d. May 13, 2025 Bill List

This is informational and the bills are either previously budgeted or council authorized.

**5. ADM 2025-19 Website Reports for March and April 2025**

Ms. Willrett said the website is on an upward trend after lower visits in February. Construction projects will be in full swing and visits will increase and peak in July and August on the website and social media as well.

**6. ADM 2025-20 Resolution Approving an Extension to an Agreement to Provide Janitorial Services by Uni-Max Management Corp.**

The 2023 RFP was included in the packet, said Ms. Willrett. Staff looked at all the providers and the pricing provided. The city is very pleased with the current service, Uni-max, and the 1-year extension price is less than the third-year option of the other 2023 bids. She recommended the 1-year extension which does have a 3% increase. Alderman Funkhouser asked if window-cleaning is included or an option. He noted that the stairwell windows need to be cleaned and Ms. Willrett will inform the Facilities Manager. This moves to the consent agenda.

**7. ADM 2025-21 Resolution Approving an Agreement for Drug and Alcohol Testing Services with Sterchi Occupational Health**

Ms. Willrett said this new testing site started a couple years ago and is located in Yorkville. The city had been using a company in Aurora for drug tests and CDL testing which was completed in Oswego. The city has been using Sterchi for drug testing for a year with good results. They have entered into a consortium so the city can do all the CDL testing there. There is no current contract and this will provide competitive rates. This moves to the consent agenda with committee approval.

**8. ADM 2025-22 Beecher Center Facility License and Premises Use Agreements Extensions**

- a. Resolution Approving a Facility License Agreement with Community Nutrition Network and Senior Services Association for Use of a Portion of the Beecher Community Building
- b. Resolution Approving a Premises Use Agreement for the Senior Services Associates of a Portion of the Beecher Community Building

There are 2 use agreements in the agenda packet, one for the Senior Services and one for the Community Nutrition Network, both extensions of the current contract. The one difference is that the city will receive a \$500 rent fee from Senior Services which is for maintenance. Senior Services is asking for a 5-year contract while Nutrition Services is requesting a 3-year contract. Both entities provide their own liability insurance. The committee approved and this moves to the consent agenda.

**Old Business:** None

**Additional Business:** None

There was no further business and the meeting adjourned at 6:13pm.

Respectfully transcribed by Marlys Young, Minute Taker