

UNITED CITY OF YORKVILLE  
ADMINISTRATION COMMITTEE MEETING  
Wednesday, January 20, 2016 6:00pm  
City Hall Conference Room

**Committee Members In Attendance:**

Chairman Jackie Milschewski  
Alderman Diane Teeling  
Alderman Joel Frieders

Absent: Alderman Seaver Tarulis

**Other City Officials In Attendance:**

City Administrator Bart Olson  
Finance Director Rob Fredrickson  
Alderman Chris Funkhouser  
Administrative Intern Nicole Kathman

**Guests:** None

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

**Citizen Comments:** None

**Minutes for Correction/Approval:** November 18, 2015

The minutes were approved as presented.

**New Business:**

***1. ADM 2016-01 Monthly Budget Report for November and December 2015***

Mr. Fredrickson noted the budget is at 67% of the FY. Alderman Frieders questioned codification at 182.3% of the budget. Ms. Milschewski said all ordinances must be codified periodically and cost is based on the size or number of pages. Mr. Frieders also questioned the police contractual services at only 13% of the training budget. There is more training scheduled.

***2. ADM 2016-02 Monthly Treasurer's Report for November and December 2015***

Mr. Fredrickson reported the following:

<b>November</b>	<b>December</b>	
\$14,258,052	\$14,258,052	Beginning Fund Balance
\$22,939,944	\$25,880,538	YTD Revenues
\$16,436,245	\$21,485,767	YTD Expenses
\$20,761,751	\$18,652,822	Projected Ending Fund Balance

**3. ADM 2016-03 Cash Statement for October and November 2015**

No comments.

**4. ADM 2016-04 Bills for Payment**

No comments.

**5. ADM 2016-05 Monthly Website Report for November and December 2015**

Ms. Kathman said viewing patterns are becoming apparent and there was a decrease in visitors, likely due to the time of the year. Many viewers are looking at the senior independent living page. Ms. Milschewski stated that a resident said the audio is looping. It was noted that users cannot link to You Tube to watch videos at this time.

**6. ADM 2016-06 Ordinance Regarding Insurance Requirements for Tattoo and Body Piercing Establishments**

Mr. Olson said the City insurance broker suggested \$1 million of coverage and staff concurs. This moves to the consent agenda.

**7. ADM 2016-07 Resolution Authorizing the Closing of the City's Illinois Funds E-Pay Accounts**

As of February 16, Illinois National Bank will oversee the City's e-pay process. They will charge \$10 per month plus \$.10 per transaction. Residents will be notified of the change. This moves to the consent agenda.

**8. ADM 2016-08 Special Tax Refunding Bonds, Series 2016**

Mr. Fredrickson said the city was given a refund opportunity for two SSA's (Bristol Bay and Autumn Creek) resulting in a savings to the residents of about \$5.8 million. Alderman Frieders asked about the "coupon rate" which is the bond rate. The insurance underwriter recommended this action since he feels the interest rates will go up. The ordinance will be presented at the January 26th Council meeting.

**Old Business:**

***1. ADM 2014-89 Aurora Area Convention and Visitors Bureau (AACVB) Agreement***

Mr. Olson said Oswego's revenue is similar to Yorkville and they are interested in possibly joining with the City. He is doing an analysis of the AACVB and considering several different factors including catalog costs, promotion of group sales, lack of tracking information, etc. The AACVB has a full time sales manager paid \$52,000 annually, part of which is grant-eligible. That person concentrates on group sales. The AACVB is now tracking sales leads and website referrals.

Alderman Frieders commented that a large amount of time has been spent on the pros and cons of the AACVB and the City should take more ownership in the present organization rather than forming a separate one. He said the City should find a way to obtain more answers from the CVB including metrics. Ms. Teeling agreed with Mr. Frieders. Alderman Milschewski said the City is paying a lot of money and not benefitting from the CVB.

Ms. Milschewski questioned the few amenities that Yorkville, Oswego and Montgomery have to offer. Mr. Olson commented that the CVB Director is trying to focus on group sales to compensate for lack of attractions. Ms. Milschewski suggested package deals such as pairing the kayaks and hotels. Alderman Teeling noted the hotels said they are in favor of the CVB and they are the ones who generate the money the City pays to the CVB. She said the hotels should be asked for their input again. She also said maybe the City should allow the hotels to manage themselves.

Mr. Funkhouser recommended the following: formulate a Plan B or continue with the CVB and draft an RFQ to find a qualified person with marketing skills who would act as a consultant. A budget would be needed and the City must determine if the three municipalities can afford that person. Mr. Frieders added that with a consultant, the City could focus on the local events.

Prior to the next meeting, City staff will draft an RFQ, ask for hotel input and draft an outline of guidelines if the 3 municipalities joined together.

***2. ADM 2015-71 Yorkville Bristol Sanitary District (YBSD) Consolidation***

Mr. Olson reported that YBSD is no longer considering consolidation with Fox Metro. The current Director will retire in May of 2017 and Mr. Olson feels they also do not wish to consolidate with the City.

**Additional Business:** None

There was no further business and the meeting adjourned at 6:51pm.

Minutes respectfully transcribed by  
Marlys Young, Minute Taker