

UNITED CITY OF YORKVILLE
ADMINISTRATION COMMITTEE MEETING
Wednesday, March 16, 2016 6:00pm
City Hall Conference Room

Committee Members In Attendance:

Chairman Jackie Milschewski Alderman Joel Frieders
Alderman Diane Teeling Alderman Seaver Tarulis

Other City Officials In Attendance:

City Administrator Bart Olson Alderman Chris Funkhouser
Finance Director Rob Fredrickson Alderman Ken Koch

Guests:

Joseph Liberty, Better Business Planning

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

Citizen Comments: None

Minutes for Correction/Approval: February 17, 2016

The minutes were approved as presented.

New Business:

1. ADM 2016-15 Monthly Budget Report for February 2016

Holiday sales tax figures will be reflected next month and are up 7% translating to \$30,000 more than projected, according to Mr. Fredrickson. The top 10 sales tax months were listed on the chalkboard by Mr. Olson. The Christmas sales tax in 2015 was the highest thus far.

Mr. Frieders asked if business development districts are the same as TIF's or if they overlap. Mr. Olson replied that business development is contained within the downtown TIF's. Alderman Frieders also asked about the Inter-Governmental Miscellaneous line item at \$45,000. This is for liquor license renewals and transfers of ownership.

2. ADM 2016-16 Quarterly Budget Report

Mr. Fredrickson said this report is presented at the end of each quarter of the FY. It shows the revenue, expenses and projections for the four main operating funds in the City. For information only.

3. ADM 2016-17 Monthly Treasurer's Report for February 2016

Mr. Fredrickson reported the following:

| | |
|--------------|----------------------------------|
| \$14,258,052 | Projected Beginning Fund Balance |
| \$29,093,489 | YTD Revenues |
| \$25,285,710 | YTD Expenses |
| \$18,065,831 | Projected Ending Fund Balance |

No further action.

4. ADM 2016-18 Cash Statement for January 2016

Information only.

5. ADM 2016-19 Bills for Payment

Alderman Frieders questioned if the City is using both MyGovHub and MSI since fees are shown for both. MSI is an annual contract while MyGovHub is a monthly charge. MSI includes AP/AR and billings and also updates MyGovHub.

6. ADM 2016-20 Monthly Website Report for February 2016

No comments or questions.

7. ADM 2016-21 Water, Sewer and Road Infrastructure Fee Renewal

Mr. Olson said each year the City recommends approval of ordinances reauthorizing the water, road and sewer infrastructure fees. The budget this year shows the same fees as last year and reauthorization is needed before the first billing in June. The committee approved this and it moves to the Council regular agenda for April 12.

8. ADM 2016-22 Post Issuance Compliance Policy

Finance Director Fredrickson said this policy memorializes the procedures already in place for items that must be complied with after the City issues debt. The IRS recommends a written policy. The committee was OK with this and it moves to the consent agenda.

9. ADM 2016-23 FY 17 Insurance Renewals

Mr. Olson said the insurance recommendations are not yet finalized. The City budgets an 8% increase in insurance costs each year. He said favorable life insurance quotes were received from a new company and the city is also looking at pairing policies for life and health insurance from Blue Cross Blue Shield for a better rate.

Dental plans from Guardian and MetLife are still being reviewed. Mr. Olson also discussed the health insurance plans being considered. He said the City is likely to recommend an HMO plan with an HRA credit card. He gave costs of the plans from last year and those being considered. He said the claims were very high this year so changing brokers or insurance companies would not be beneficial for the City at this time.

Alderman Teeling asked how long big claims affect the City's rating. Mr. Liberty said 12 of the 13 big claims are ongoing. Recommendations will be formalized and brought forward to the Council for a decision.

Old Business:

1. ADM 2014-89 Aurora Area Convention and Visitors Bureau (AACVB) Agreement
Bart Olson had updates for the committee, but said he has not heard from a consultant yet on the estimated cost. Oswego has given a verbal OK that they would split the cost with the City, thought to be about \$7,000-\$8,000 per municipality.

Mr. Olson also met with Cort and Pete (Director of Sales & Marketing Director for Sports Tourism) of the Visitor's Bureau. Pete said the highest revenue generated and the most hotel stays results from sports tourism. He is meeting with park districts to determine their sports facilities and would then attend national and state conferences to generate leads for sports and traditional tourism. Mr. Olson reiterated to the CVB representatives, the City's need for data.

Mr. Olson has also contacted the Heritage Corridor Visitor's Bureau which includes Joliet and Ottawa. They have many different partners and towns who belong to their diverse organization. He presented this as another alternative. He will be meeting with them in the next couple weeks. Mr. Olson added that the hotels must also be convinced that other options might better serve them. Alderman Teeling said perhaps the hotels should be allowed to deal with the group of their choice regarding the money they generate.

Additional Business: None

There was no further business and the meeting adjourned at 6:40pm.

Minutes respectfully transcribed by
Marlys Young, Minute Taker