

UNITED CITY OF YORKVILLE  
ADMINISTRATION COMMITTEE MEETING  
Wednesday, September 21, 2016 6:00pm  
City Hall Conference Room

**Committee Members In Attendance:**

Chairman Jackie Milschewski      Alderman Seaver Tarulis  
Alderman Joel Frieders

Absent: Alderman Diane Teeling

**Other City Officials In Attendance:**

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

**Guests:**

Cort Carlson, AACVB

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

**Citizen Comments:** None

**Minutes for Correction/Approval: August 17, 2016**

The minutes were approved as presented.

**New Business:**

***1. ADM 2016-54 Monthly Budget Report for August 2016***

Mr. Olson said the highest sales tax month will be reflected in the report next month. He also commented that Menards said their sales are very good due to the B.U.I.L.D. program contractors and homeowners shopping there. He said the income tax dropped slightly due to Amazon and some late payments. Alderman Frieders added that contractors are very pleased with the customer service that Sherwin Williams provides. He also questioned some of the other line items.

***2. ADM 2016-55 Monthly Treasurer's Report for August 2016***

Mr. Fredrickson presented the report:

\$17,243,887 Projected Beginning Fund Balance  
\$10,641,026 YTD Revenues  
\$ 9,784,619 YTD Expenses  
\$18,100,294 Projected Ending Fund Balance

No further comment.

**3. ADM 2016-56 Cash Statement for July 2016**

This is information only. Alderman Frieders questioned the status of IMET. It is still in court and more information should be available in September or early October.

**4. ADM 2016-57 Bills for Payment**

The committee had no issue with the bills.

**5. ADM 2016-58 Monthly Website Report for August 2016**

Ms. Kathman reported that most of the website searches were for Hometown Days and the street sign sales.

**6. ADM 2016-59 Annual Treasurer's Report**

This report is required by State Statute and includes a summary statement of operations, revenue brought in for the year, list of vendors paid \$2,500 or more and salaries. No comments.

**7. ADM 2016-60 Quarterly Budget Review (4<sup>th</sup> Qtr) FYE 2016 & Income Statement**

Mr. Fredrickson said this is a report he will compile at the end of every fiscal quarter to complement the income statement. He briefly summarized the report. No further comments.

**8. ADM 2016-61 Purchasing Manager Intergovernmental Agreement**

Mr. Olson said this person would be employed by and based in Oswego and report to Yorkville each day. The City would pay half the cost and the hiring process would be joint, but would not occur until February or March. Salaries were compared from other towns and the job will be posted at \$60,000-\$85,000. It is hoped money can be saved on large projects including police purchases. This agreement will need Council approval, but no budget amendment at this time. The agreement will move to the Council agenda for discussion.

**9. ADM 2016-62 Health Insurance Broker RFP**

Ms. Kathman said the City has not gone out to RFP since 2013, so options will be explored. An RFP will be started by October and the contract is up in May. This will move to the Council consent agenda.

**10. ADM 2016-63 Home Rule Policy and Plan**

There are two parts to this discussion: Resolution and Public Outreach. Mr. Olson said the Resolution is modeled on that of Woodstock. Four of the provisions related to bond capacity, tax caps and Public Hearings were recommended.

Regarding Public Outreach, two open houses will be conducted with short presentations and then an open forum. This will occur in October prior to the regular Council meeting. The information will also be shared via newspaper, social media, press releases and Facebook. The Clerk and Treasurer Referendum will also be discussed.

Mr. Frieders commented that the main public concern is taxation and recommended language that will curb taxation. Alderman Tarulis concurred.

Mr. Olson requested an endorsement of the proposal and it will move forward to the regular agenda.

**Old Business:**

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

The City has received a consultant's study that was done which included a budget breakdown if the City went on their own. It also included expectations of room/nights using the website. The study gave other recommendations for setting up a City tourism bureau. Mr. Olson said though a combined bureau for Yorkville and Oswego may not come to fruition, the two cities will continue to talk about it and possibly share a tourism director.

Alderman Funkhouser said a meeting had also been held with City officials and the AACVB and concerns were addressed. Mr. Olson said he and Mr. Funkhouser discussed two components: use of funds and a request for a proposed ad campaign from the AACVB.

This matter will come back to committee next month.

***2. ADM 2016-51 Special Census Update***

Ms. Kathman reported the City had sent a cost estimate to the Census Bureau which was higher than expected. Some issues were later found with the maps, which may change the estimates, however, a net gain of about \$400,000 or less is still expected. This will be moved forward to the Council and re-examined when new information is received

**Additional Business:**

Mr. Olson shared a list of RFP's that are being processed and he will compile a report. He listed the RFP's as follows and they are also on the website.

1. IT services (27 interested parties)
2. Health insurance
3. Heustis Street/sawmill property for adjudication hearing
4. Garbage collection (e-waste and compost)
5. Building maintenance report, survey of all city buildings
6. Paint & carpet for city hall (2 separate RFP's)
7. Library painting, RFP drafted
8. Increased cleaning/janitorial services for city buildings
9. East/west alley sidewalk railings

Alderman Frieders commented on the IT services and the questions the vendors asked.

There was no further business and the meeting adjourned at 6:53pm.

Respectfully transcribed by  
Marlys Young, Minute Taker