

UNITED CITY OF YORKVILLE  
ADMINISTRATION COMMITTEE MEETING  
Wednesday, November 15, 2017 6:00pm  
City Hall Conference Room

**Committee Members In Attendance:**

Chairman Jackie Milschewski      Alderman Joe Plocher  
Alderman Alex Hernandez      Alderman Chris Funkhouser

**Other City Officials In Attendance:**

City Administrator Bart Olson  
Finance Director Rob Fredrickson

**Others in Attendance:** None

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

**Citizen Comments:** None

**Minutes for Correction/Approval: October 18, 2017**

The minutes were approved as presented.

**New Business:**

***1. ADM 2017-79 Monthly Budget Report for October 2017***

The budget is at the 6-month mark and Mr. Olson said the City is on track to meet the budget. Sales tax for October was 4% up over October 2016. No further discussion.

***2. ADM 2017-80 Monthly Treasurer's Report for October 2017***

Mr. Fredrickson reported the following with no further discussion:

\$13,642,346    Beginning Fund Balance  
          \$17,945,688    YTD Revenues  
          \$15,142,578    YTD Expenses  
\$16,445,456    Projected Ending Fund Balance

***3. ADM 2017-81 Cash Statement for September 2017***

No discussion.

***4. ADM 2017-82 Bills for Payment***

No discussion.

**5. ADM 2017-83 Monthly Website Report for October 2017**

Mr. Olson highlighted the top downloads on the website and noted there are increased followers on Facebook. New features include links when meeting packets are available and also notifications on meeting dates. The committee also discussed 'Hootsuite' and other social media. Mr. Olson reported the Bing registration is not complete yet.

**6. ADM 2017-84 Ordinance Amending City Procurement Code**

Currently, any expenditure above \$20,000 requires bids and up to \$20,000 only requires staff approval. The State has raised the limit to \$25,000 and Mr. Olson recommended raising the city amount to \$25,000 as well. He said a new procurement ordinance is being drafted. Alderman Funkhouser said he does not favor raising the limit to \$25,000. This moves to the regular agenda.

**7. ADM 2017-85 Facilities Manager Intergovernmental Agreement**

This agreement is part of a budget proposal and would be similar to the shared purchasing position with Oswego. This person would handle all the facility maintenance agreements, but would not perform day to day maintenance work. The salary range would be \$80,000 to \$90,000. There was discussion about to whom the position would report and the portion of time spent for the city. This moves to the consent agenda.

**8. ADM 2017-86 2017 Bond Abatement Ordinances (8 Ordinances/see agenda)**

Mr. Fredrickson said this is the annual bond abatement and the second year to fully abate them. These are not on the property tax rolls. This moves to the consent agenda.

**9. ADM 2017-87 2017 SSA Abatement Ordinances (5 Ordinances/see agenda)**

This is the partial annual abatement and most are not changing much. Mr. Fredrickson reviewed the increase or decrease for each ordinance and said the largest increase was 3.4% for Raintree Village, based on debt service. Mr. Olson added that the developer-owned parcels of Raintree have not had property taxes paid in several years. This report moves to the consent agenda.

**10. ADM 2017-88 Ordinance for Amended Levy & Assessment of Taxes...(Fox Hill)**

Mr. Fredrickson said this is the annual tax levy for Fox Hill and staff recommended an increase of \$18 per PIN. He said 2025 is the end of the payback period. Alderman Funkhouser asked if the amount would decrease in the future and Mr. Olson said the levy will be re-evaluated next year. Mr. Funkhouser also discussed the trail maintenance and tree replacement and hopes to keep some money in reserve to avoid big changes in the levy. This moves to the consent agenda.

**11. ADM 2017-89 Ordinance for Amended Levy and Assessment of Taxes...Sunflower Estates**

Pond maintenance in 2016 cost \$26,000 leaving a negative fund balance, so an increase of \$56 for each PIN was recommended. Alderman Funkhouser said this is a 50% increase and thinks it would be better to "step" the increase and the committee agreed. This moves to the regular agenda.

**Old Business:**

***1. ADM 2017-70 Building Conditions Survey Results***

Mr. Olson reported on the building survey, specifically the city hall and Tower Lane. Roof replacement and HVAC work are needed on city hall. Long term maintenance depends on the eventual use and on the 102 E. Van Emmon building. Alderman Hernandez asked how long the current city hall would be used. The estimate is 5-7 years. The 610 Tower Lane has many issues and no maintenance is recommended. Alderman Funkhouser said only safety and security concerns for both buildings should be addressed. He said this might be an opportunity for an RFP for demolition and reclaiming salvageable materials from the Tower Lane building and the nearby house.

**Additional Business:** None

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

Respectfully transcribed by  
Marlys Young, Minute Taker