

UNITED CITY OF YORKVILLE
ADMINISTRATION COMMITTEE MEETING
Wednesday, February 21, 2018 6:00pm
City Hall Conference Room

Committee Members In Attendance:

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

Other City Officials In Attendance:

City Administrator Bart Olson Finance Director Rob Fredrickson
Interim Assistant City Administrator Erin Willrett

Others in Attendance: None

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

Citizen Comments: None

Minutes for Correction/Approval: January 17, 2018

The minutes were approved as presented.

New Business:

1. ADM 2018-08 Monthly Budget Report for January 2018

Mr. Olson said sales tax is underperforming so staff is budgeting 3% year over year in hopes of being close to the budget. Holiday sales tax figures should be available in about two weeks. He also described how decreased distributions of income tax have affected the city, while building permits have been a positive source of revenue. If revenue is still underperforming in November, policy options will be considered. This item is for information.

2. ADM 2018-09 Monthly Treasurer's Report for January 2018

Mr. Fredrickson reported the following:

\$13,642,346 Beginning Fund Balance
\$23,385,088 YTD Revenues
\$25,839,785 YTD Expenses
\$11,187,649 Projected Ending Fund Balance

No discussion, item moves to the consent agenda.

3. ADM 2018-10 Cash Statement for December 2017

For information, no discussion.

4. ADM 2018-11 Bills for Payment

No discussion.

5. ADM 2018-12 Monthly Website Report for January 2018

Ms. Willrett said the report will now show a 12-month rolling total. She noted a spike in January most likely due to closures, etc,. She reported various statistics regarding the website and said it now includes social media information. Mr. Hernandez questioned “True” in the top searches which he will research further.

6. ADM 2018-13 FY 18 Budget Amendment for General Fund

The amendment will increase funds to KenCom to cover increased costs for dispatch fees, software, etc. according to Mr. Fredrickson. The Chief of Police is also looking at ways to reduce their cost share. Mr. Olson said the County's cost commitment is a fixed amount for several years and the municipalities will take on a greater burden of the budget. This item moves to the consent agenda.

7. ADM 2018-14 FY 18 Budget Amendment for Parks and Recreation and Land Cash

The Parks and Rec budget is improved this year and Mr. Evans recommended omitting some capital expenditures. It will be advantageous to purchase some items sooner while some items may be deferred. Alderman Funkhouser commented that he prefers not to do amendments if items can be deferred to the next budget and to maintain a positive balance. Alderman Plocher said he was OK with the amendment. This moves to the regular agenda.

8. ADM 2018-15 Metronet Agreement

The city now has an agreement with Metronet and Mr. Olson said it is a demand-based model. He said a Public Hearing will be held in the coming week and a vote will be taken on March 13. He discussed some of the components of the agreement and said Metronet has a good outreach program to provide info about their services. No further action at this time.

9. ADM 2018-16 Goal 19 – Public Relations and Outreach Discussion

This item was brought forth by Alderman Frieders regarding the former public relations position. Ms. Willrett said since the Council action plan has been approved, the following items have been done: the city survey has been closed out, scheduled training for press release/public relations and choose 10-12 staff members to do them, established electronic newsletter bi-monthly, ”Coffee with Council” event at Farmers Market and Hometown Days and “Coffee with a Cop” in the fall. The committee approved of these actions and Mr. Funkhouser commended city staff who will be taking part in these activities and extra duties.

Old Business:

1. ADM 2017-70 Building Conditions Survey Results

Ms. Willrett reported on the building survey results for the historic jail and the Beecher concession stand. The committee discussed the historic jail and it was noted it is not on the historic register, however, there are only two of this type of building remaining in

Illinois A structural study is recommended and Ms. Willrett said the repairs are TIF-eligible. Mr. Olson gave an overview of the history of the building and said a museum was once contemplated. Ms. Milschewski said she hoped that a “Save the Jail Group” could be formed. Alderman Plocher estimated the cost to restore the building at between \$500,000 to \$750,000. If the building is razed, Alderman Funkhouser suggested re-using the blocks for a retaining wall. Ms. Willrett added that a facilities manager will be on board in April and that person may have some suggestions. It will be placed on the February 27th Council agenda for public input or possible RFP or RFQ to re-purpose or sell. It will come back to the Administration Committee in March.

Additional Business:

Alderman Plocher asked why the RPZ's are shown on the building survey reports. It is included for liability reasons.

There was no further business and the meeting adjourned at 6:57pm

Respectfully transcribed by
Marlys Young, Minute Taker