

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

Committee Members In Attendance:

Chairman Jackie Milschewski Alderman Joe Plocher
Alderman Chris Funkhouser

Absent: Alderman Alex Hernandez

Other City Officials In Attendance:

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

Others in Attendance:

Valerie Burd Patti Horn, Alliant
Carol Sheeley Robyn Sutcliff
Howard Manthei Rachel Wright

The meeting was called to order at 6:06pm by Chairman Jackie Milschewski.

Citizen Comments: (Regarding Old Jail)

Robyn Sutcliff: There are not many jails like this left in the country, one of them being in Clay County, Illinois. At one time, the community wanted to convert it to a museum; it is unique and could be a tourism destination. She said it is important to keep historical buildings like this intact because once they are gone, they are gone forever. She currently has a business in the former police department, on which she made renovations and maintains the building. She hopes the city can find a partner to renovate the building in exchange for rent concessions.

Valerie Burd: She agreed with Ms. Sutcliff and hopes someone could enter into a long-term lease for the building. She has contacted Landmarks Illinois and gave Krysti Barksdale Noble the information for this agency. Landmarks will do a free evaluation and provide a list of items to be completed for historic preservation. She said there might be some grants available. There is already parking available.

Howard Manthei: Landmarks Preservation is a great organization and was instrumental in helping with the Farnsworth House. He hopes a preservation project can be undertaken.

Carol Sheeley: She was part of the committee that helped with the old courthouse restoration. Landmarks also assisted and they said the jail was more historically significant than the courthouse. She wished they would have put both buildings on the historic register then. Ms. Sheeley said the County Board at that time thought the old courthouse should have been demolished but fortunately it was not.

Minutes for Correction/Approval: February 21, 2018

The minutes were approved as presented.

New Business:

11. ADM 2018-27 Insurance Renewals for FY 2019 (out of sequence)

Bart Olson reported on the insurance renewals. Lincoln National is being recommended for the life insurance. Vision is on a 3-year plan and is not up for renewal this year. The broker negotiated the 7% increase in health insurance down to 3.3% and if dental is part of the plan, that rate may go lower.

Mr. Olson explained employee contribution rates for union and non-union employees. Advance information will be given to employees prior to enrollment and he said staff will do research on PPO vs. HMO before the Tuesday Council meeting.

BCBS is recommended for the dental insurance because it will be reduced by an extra 1% since the city has BCBS health insurance. To assist with rising costs, the increases will be staggered for the first year contributions. This matter moves to the regular agenda.

14. ADM 2018-30 Historic Jail RFQ (out of sequence)

Ms. Willrett said there are two options to consider. One is an RFP that originated in 2012. The other is an RFI to investigate if anyone would be interested in undertaking this project. She added that a non-home rule municipality can sell properties such as this. Mr. Olson said Imperial Investments expressed some interest. Alderman Plocher said he was OK with the RFI or having a new owner or lease. RFI information would be given to architectural firms, capital investment firms, hedge funds etc. for possible interest. Alderman Funkhouser said protections and preservation should be investigated before making commitments to a potential buyer and that a historic district could be created. Committee members stated the building is a piece of history and could possibly be used for a civic purpose. The RFI will be revised with lease/buy options and brought back to committee while staff will seek more info on the Landmarks Preservation group. Alderman Funkhouser will contact the county to determine the long range plans for the county buildings in the downtown.

1. ADM 2018-17 Monthly Budget Report for February 2018

Mr. Olson said March sales tax was about \$299,000 for Christmas sales, the third best month in the city's history. The budgeted amount was \$305,000 and he reported on the overall trends. He noted a data entry error in the excise and non-home rule sales tax which will be corrected for next month. Two revenue streams doing well are the state income tax and building permits. Mr. Olson said the remainder of the funds are in line with projections.

2. ADM 2018-18 Monthly Treasurer's Report for February 2018

Mr. Fredrickson reported the following:

\$13,642,346 Beginning Fund Balance
\$26,119,637 YTD Revenues
\$27,720,844 YTD Expenses
\$12,041,139 Projected Ending Fund Balance

No further action.

3. ADM 2018-19 Cash Statement for January 2018

IMET funds in the amount of \$16,000 were received in February and \$13,000 in March. Mr. Fredrickson said the city is still waiting on the IRS for more funds. He estimates the city will receive about 57% overall and there is litigation still pending.

4. ADM 2018-20 Bills for Payment

No comments or discussion.

5. ADM 2018-21 Monthly Website Report for February 2018

Ms. Willrett reported the monthly stats and said Anthony Place downloads were numerous. The highest viewed post was regarding the snow event. There will be some improvements on the mobile platform.

6. ADM 2018-22 Third Quarter Budget Review

This report reflects the third quarter results for the general, water, sewer and Park & Rec Departments funds. Mr. Fredrickson said the income tax is up 20% in year-over-year. He said water sales and building permits have been very strong as well. The committee approved the report.

8. ADM 2018-24 IMRF Insurance Opt Out Resolution (out of sequence)

Mr. Fredrickson said there are health insurance opt out payments of \$100 per month for single coverage and \$150 for multiple coverage. The IMRF Board decided last December that a revised resolution was needed to maintain the payments as pensionable IMRF earnings. Six employees currently have opted out of coverage. The committee was OK with this and it moves to the consent agenda.

7. ADM 2018-23 EEI Hourly Rates for FY 2019 (out of sequence)

Ms. Willrett said a letter was received from EEI regarding a change in hourly rates. The rates have not been changed since March of 2017. Staff agreed with these rates which are generally a 3% increase. This will move to the consent agenda.

9. ADM 2018-25 Water, Sewer and Road Infrastructure Fee Renewal

This is a renewal of the water, sewer and road infrastructure fees which have a sunset clause of April 19, 2019, said Mr. Fredrickson. Alderman Plocher asked if the rates could be extended 3 years at a time, however, the Council wishes to review each year. A possible reduction in water and sewer fees and an increase in the roads, can be discussed in next year's budget proposal if there is growth in revenue. This will move to the consent agenda.

10. ADM 2018-26 Travel Authorizations for FY 2019

The State has asked the municipalities to approve their yearly travel expenses for the year prior to the budget approval. Mr. Olson said there are 3 main conferences that will be attended. For the ICSC, only airfare will be paid as City Consultant Lynn Dubajic will donate lodging in a time-share she has. City Attorney Orr has verified this does not present a conflict. This moves to the consent agenda.

12. ADM 2018-28 Salary Ranges and Compensation Plan for Full-time Non-Union Positions

The last salary survey was completed in March 2007 and ranges were evaluated at that time. Ms. Willrett explained the ranges for non-union, both exempt and non-exempt positions. They were compared to other similar municipalities and Park & Rec departments. A resolution is being drafted to adopt salary ranges for non-union and department heads. The committee discussed the step system being proposed with the steps being based on evaluations. Mr. Olson said it was important to pair the salary proposals with the insurance discussions that were reviewed earlier in this meeting. If adopted, these ranges would be retroactive to May 1. This will move to the regular agenda for next week's Council meeting.

13. ADM 2018-29 Municipal Aggregation

Mr. Fredrickson said the aggregation was last done in the summer of 2012 and each household saved about \$429 that year. It was considered again in 2014 and 2015, but the savings were not conducive. NIMEC has approached the city about rejoining the program, however, it depends on Com Ed's rates. When the rates are known, the city will need to move quickly and the matter would likely go straight to the Council level. This is information at this time.

Old Business: None

Additional Business:

Chairman Milschewski asked about non-payment for adjudication fines and if a notice is given regarding collection. It is thought the police send a letter about collections. Mr. Olson said the individual file could be reviewed.

There was no further business and the meeting adjourned at 7:33pm.

Respectfully transcribed by
Marlys Young, Minute Taker