

UNITED CITY OF YORKVILLE
SPECIAL ADMINISTRATION COMMITTEE MEETING
Tuesday, November 20, 2018 6:00pm
City Hall Conference Room

Committee Members In Attendance:

Chairman Jackie Milschewski Alderman Joe Plocher
Alderman Chris Funkhouser Alderman Jason Peterson

Other City Officials In Attendance:

City Administrator Bart Olson Finance Director Rob Fredrickson
Purchasing Manager Carri Parker Director Parks & Recreation Tim Evans

Others in Attendance: None

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

Minutes for Correction/Approval: October 17, 2018

The minutes were approved as presented.

New Business:

1. ADM 2018-90 Monthly Budget Report for October 2018

Mr. Olson reported that sales figures were more than expected and said if the trend continues, the figures will be up by \$30,000. He also said IML released income tax, motor fuel tax and use tax estimates and projected all will increase next year and are exceeding expectations. Mr. Olson said even with store closures, sales tax have not declined.

2. ADM 2018-91 Monthly Treasurer's Report for October 2018

Mr. Fredrickson reported the following:

\$11,544,948 Beginning Fund Balance
\$19,267,475 YTD Revenues
\$13,685,348 YTD Expenses
\$17,127,075 Projected Ending Fund Balance

No further action and this moves to consent agenda on November 27th.

3. ADM 2018-92 Cash Statement for September 2018

Information only, no discussion.

4. ADM 2018-93 Bills for Payment

No comments or discussion.

5. ADM 2018-94 Monthly Website Report for October 2018

Mr. Olson reported specific pages were created for some of the top downloads and projects which were also linked with social media.

6. ADM 2018-95 Purchasing Decisions

Mr. Olson introduced Carri Parker, the Purchasing Manager shared by Yorkville and Oswego. He said Ms. Parker is sending queries to vendors for automotive repairs/services pricing. Ms. Parker said Oswego is home-rule which is the biggest factor in decisions. Non-Home Rule limits the decisions to state statute and does not allow Yorkville to choose a personal preference. Mr. Olson clarified that Oswego is allowed to choose local vendors during a bid process if the bid is within a certain percentage difference. He said the city tried to establish a list years ago to give local companies a chance to provide services, but only about 2 dozen businesses responded.

Ms. Parker said her goal is to build a local vendor database to bid on jobs. She has sent out 30 packets to potential vendors for auto repair and will compile a pricing spreadsheet. She is also working on standardizing requests for the police and RFP's will also be standardized. Ms. Parker is drafting revisions for a purchasing manual. This will come back to committee.

7. ADM 2018-96 Fiscal Year 2019 – Park & Recreation Fund Budget Amendment

Mr. Fredrickson said this amendment will incorporate the Yorkville Youth Baseball and Softball formerly run by YYBSA, into the Parks and Recreation Department. Director of Parks and Recreation Tim Evans said this is an exciting opportunity for the city. The revenues are \$100,000 to \$150,000 for a fiscal year. He believes the first two years would be break even with sponsorships and concessions. He also explained YYBSA has been overseeing the sports a long time with fewer volunteers stepping forward and the baseball field maintenance became overwhelming for them. The program encompasses ages 5-6 through high school and will not include travel ball. The city provides insurance and participants have their own as well.

Mr. Evans said an additional person will need to be hired for field maintenance. YYBSA recruited sponsors for uniforms, etc., which Mr. Evans will also do. He added that one person from the YYBSA Board would be hired part-time to assist with the transition. An Advisory Board would also be formed to help with the transition. Possible salaries were also discussed. Alderman Plocher said the Park Board is excited about this opportunity and YYBS is a big program. Alderman Peterson noted that a huge amount of money was made from auctions held by YYBS. Parent volunteerism vs. contributing revenue was also discussed. Mr. Evans said the computer system will be able to handle the influx of registrations and on-line registration will be encouraged. Mr. Olson said altering procedures for registration would not be beneficial and phone or walk-in registrations should be allowed. Alderman Peterson asked how much Parks & Recreation might be absorbing if fundraising activities are not continued. Alderman Plocher suggested a "Friends of Baseball" to assist. An advantage to this proposal according to Mr. Evans, is being able to consolidate fields, manage practices/games and increase concessions in fewer locations.

Alderman Funkhouser asked to memorialize this proposal vs. the end of year figures and said it should be profitable. This proposal will be moved to City Council for next week and Chairman Milschewski asked about obtaining the former budget for review. Mr. Evans also said the catalog needs to be finalized. This moves to the regular agenda.

8. ADM 2018-97 Bond Abatement Ordinances (7 ordinances for review—see agenda)

Mr. Fredrickson said this is the third year the city has fully abated bonds. There was no discussion and this item moves to the City Council consent agenda.

(# 9 & #10 discussed together)

9. ADM 2018-98 Ordinance for the Amended Levy and Assessment of Taxes for the Fiscal Year Beginning May 1, 2019 and Ending April 30, 2020 in and for Special Service Area Number 2004-201 (Fox Hill)

10. ADM 2018-99 Ordinance for the Amended Levy and Assessment of Taxes for the Fiscal Year Beginning May 1, 2019 and Ending April 30, 2020 in and for Special Service Area Number 2006-199 (Sunflower Estates)

There is no change in the levy for Fox Hill, said Mr. Olson. There is also no change in Sunflower and the fees are being phased in per last year's discussion. There is a small deficit spending in each fund, which the city finances. These move to consent agenda.

11. ADM 2018-100 Special Service Area Abatement Ordinances (5 ordinances for review—see agenda)

Mr. Olson said the Bristol Bay amount differs from last year since there is a new buyer. There was miscommunication during the purchase transition and the buyer acknowledges they are responsible. Payment is expected to be forthcoming and an amended abatement ordinance can be filed at that time. This abatement (including Autumn Creek which is included in this ordinance) will be held until December 11th and all other abatements (items 'a' through 'd') will be moved to the next consent agenda.

12. ADM 2018-101 Janitorial RFP Results

Purchasing Agent Carri Parker said an RFP was done and 4 proposals were received. The lowest bidder, Eco Clean, came in under budget. She said the company has been thoroughly vetted and Mr. Olson said the usual termination clause is included. This item moves to the consent agenda.

13. ADM 2018-102 Elected Office Transition Update

Mr. Olson said Rob Fredrickson would continue as Treasurer. There will be a slight increase in responsibilities for the City Clerk and the Deputy Clerk now performs the majority of the work. The job description for the City Clerk will be amended, salary range determined and will be a Mayoral appointee.

Old Business: None

Additional Business: None

There was no further business and the meeting adjourned at 6:59pm.
Respectfully transcribed by Marlys Young, Minute Taker