

APPROVED 8/21/19

UNITED CITY OF YORKVILLE
ADMINISTRATION COMMITTEE MEETING
Wednesday, June 19, 2019 6:00pm
City Hall Conference Room

Committee Members In Attendance:

Chairman Chris Funkhouser Alderman Jason Peterson
Alderman Dan Transier Alderman Joe Plocher (arr. 6:08pm)

Other City Officials In Attendance:

City Administrator Bart Olson
Assistant City Administrator Erin Willrett
City Finance Director Rob Fredrickson
City Clerk Lisa Pickering

Others in Attendance: None

The meeting was called to order at 6:00pm by Chairman Chris Funkhouser.

Citizen Comments: None

Minutes for Correction/Approval: May 15, 2019

The minutes were approved as presented.

New Business:

1. ADM 2019-25 Monthly Budget Report for May 2019

Mr. Olson said this report represents one month of expenses and revenues, some of which will be journaled back to 2018. He reported the figures for February/March sales which were above the budgeted amounts. The FY 2018 tax numbers showed a marked increase due to a windfall of taxes from the state. State laws have changed for on-line purchases and will result in significant revenue for the city. Some of the taxes will increase in January of 2020 and others will be effective July 1, 2020.

2. ADM 2019-26 Monthly Treasurer's Report for May 2019

Finance Director Fredrickson reported the following:

\$2,489,523 YTD Revenues

\$1,962,898 YTD Expenses

This report moves to the Council meeting on June 25th.

3. ADM 2019-27 Cash Statement for April 2019

This is for information.

4. ADM 2019-28 Monthly Website Report for May 2019

Ms. Willrett said visit times and number of clicks were added to the report. A large number of visits is anticipated due to upcoming festivals. Alderman Transier inquired if the website distinguishes between a new visitor and return visitor. There is a special program which determines this by a user number/IP address. The visual re-design of the website will begin in July and should be done in a week.

5. ADM 2019-29 Vehicle Replacement Chart

Mr. Fredrickson compiled a spreadsheet for budget purposes to determine vehicle replacement numbers. Alderman Peterson asked if the city had ever considering leasing a fleet of vehicles instead of purchasing and he said that some fleet management companies will perform all the maintenance. The city previously researched this and the Purchasing Manager is now looking at a contract for Oswego with Enterprise Rent-a-Car. Alderman Transier asked if department heads had a preference for leased vs. purchased vehicles. Mr. Olson said the police department had previously explored this and advised against it. Chairman Funkhouser asked for a survey from the officers expressing their preference for vehicle type such as sedans or SUV's and Alderman Plocher added that SUV's do not "corner" like cars. This report will be presented quarterly.

6. ADM 2019-30 Selection of Committee Liaisons

Alderman Transier was selected as liaison for the Library Board.

7. ADM 2019-31 Meeting Dates

The committee agreed with the meeting schedule as presented and this will move to the City Council. Alderman Funkhouser noted he will be absent at the July meeting.

8. ADM 2019-32 Nepotism Policy

Ms. Willrett reported this policy is a revised version to ensure compliance and is part of the employee manual. Language was added to indicate these situations are looked at on a case-by-case basis and that the city does not promote favoritism. A complete revamp of the employee manual is also underway and will be brought to committee later this year. Mr. Olson said the general rule is that an employee cannot supervise a relative. This moves to the June 25th City Council meeting.

9. ADM 2019-33 Policy Review

Mr. Olson said this item refers to how policies are handled and some require sign-offs by new hires. Any final decisions are made by Mr. Olson. He said the Police Department has many policies mandated by the state, city or department. He said as the city grows, the policies may be codified. Chairman Funkhouser commented it would be helpful to have the policies digitized like the Police Department does and asked staff to look at options. This will be researched along with the employee manual revisions. Updates on the policies will be presented from time to time and this is informational at this time.

10. ADM 2019-34 Solicitor Registration and Regulations

City Clerk Lisa Pickering said this policy has not been revised in 10 years and she is looking at several changes. Among those are a revised, more visible permit with larger photos, language stating the solicitor is not affiliated with or endorsed by the city, a

change of badge color, purchase of lanyards and a vertically-oriented permit. Currently, the city lists solicitors and their companies on the city website. Revocation of permits is recommended if solicitors stop at 'no solicitor' homes and penalties for any violations were requested. Denial of permits is recommended if the individual has a felony on their record. Alderman Transier said a clean-up of the language would be beneficial regarding the felony aspects and he gave several specifics. Ms. Pickering will consult the Police Department and attorney regarding these recommendations. The duration of the permit is one year. The proposed changes were discussed by the committee and they recommended a change of solicitation hours from 9am to 7pm. This matter will come back to committee next month and Clerk Pickering will bring samples of ID cards.

11. ADM 2019-35 Facilities Master Plan RFQ

Mr. Olson gave an update for this process. He said bids went out several months ago, 7-8 bids were received and interviews and presentations were done under the previous Mayor. The process was put on hold after the Mayoral election and preliminary conversations were held with the new Mayor who expressed interest in more discussion with the Council. Chairman Funkhouser said he is aware of the Mayor's reservations and asked to discuss this item since he has been pushing for this goal for 5-6 years. He said this step is important for planning purposes. He said he did not feel it was the best use of time for department heads to compile this information. Mr. Olson said the Mayor is open to meeting the recommended bidder for an overview of the plan. It was noted that a similar study had been done in 2006. This matter will come back in August.

Old Business: None

Additional Business: None

There was no further business and the meeting adjourned at 6:54pm.

Respectfully transcribed by
Marlys Young, Minute Taker