

UNITED CITY OF YORKVILLE
ADMINISTRATION COMMITTEE MEETING
Wednesday, September 18, 2019 6:00pm
City Hall Conference Room

Committee Members In Attendance:

Chairman Chris Funkhouser Alderman Dan Transier
Alderman Jason Peterson Alderman Joe Plocher

Other City Officials In Attendance:

Mayor John Purcell Assistant City Administrator Erin Willrett
City Administrator Bart Olson Finance Director Rob Fredrickson

Others in Attendance: None

The meeting was called to order at 6:02pm by Chairman Chris Funkhouser.

Citizen Comments: None

Minutes for Correction/Approval: August 21, 2019

The minutes were approved as presented.

New Business:

1. ADM 2019-49 Monthly Budget Report for August 2019

Mr. Olson reported on the consumer sales tax for May and June saying the taxes are on track for the first quarter of the fiscal year. Mayor Purcell asked how this compared to last year. For the first quarter of 2018 there was \$796,000 in sales tax and \$829,000 in 2019. The Wayfair decision will affect on-line sales, said Mr. Olson. The supplemental gasoline tax resulted in an 85% increase over normal and it is hoped to increase the funding for Road to Better Roads over the next five years. This matter will be discussed at the next City Council meeting.

2. ADM 2019-50 Monthly Treasurer's Report for August 2019

Mr. Fredrickson reported the below revenue figures.

August

\$13,124,377 Beginning Fund Balance
 \$11,868,903 YTD Revenues
 \$ 8,562,475 YTD Expenses
\$16,430,805 Projected Ending Fund Balance

This moves forward to City Council.

3. ADM 2019-51 Cash Statement for July 2019

Mr. Fredrickson said this contains the usual cash balance and CD summaries.

4. ADM 2019-52 Monthly Website Report for August 2019

The site received the highest number of visits for August and Hometown Days Festival received more visits than the home page. Ms. Willrett said it was thought the Make-A-Wish foundation had the highest number ever of visits, however, the February Aurora shootings were a higher number. The Mill Road post had the most views in the city's social media history with more than 20,000 on the Facebook page.

5. ADM 2019-53 Quarterly Vehicle Replacement Chart

Mr. Olson said this is the internal document used for vehicle replacements. This tracks the entire fleet and will be reviewed again next quarter.

Old Business:

1. ADM 2019-32 Nepotism Policy

The policy was revised following a request from Council members to allow city employees' relatives to annually work 200 hours or less. This moves to City Council.

2. ADM 2019-35 Facilities Master Plan RFQ

Mr. Olson recapped the progress so far and said there will be a future meeting with the Mayor and a couple proposers. The meeting will determine if it is Council's intention to move forward with staff recommendation of the full project or an abbreviated version. The RFQ was discussed at the last Administration meeting and it was the committee's will to move it forward.

Mayor Purcell indicated he would be willing to meet with consultants, however, he would not support spending \$150,000 on the study, especially since a study was done in 2005 or 2006 and none of the original plan was done. The Mayor said department heads can give opinions on building needs and they would be consulted by study professionals anyway. He said the feedback indicates a Public Works building is priority #1 and city hall is #2. Mayor Purcell said the city does not have the funds to build whatever recommendations would be made and new buildings would not be built for several years. By then, a new Mayor and Council members would be in place. He said the planning should be done through budgeting.

Chairman Funkhouser said the intent of the study is to determine needs and that he did not want the department heads to occupy their time with that task. He noted that it would be a waste of money to allow buildings to fall apart and cited the HVAC system in the Beecher Center.

Mr. Olson noted that one of the proposers has a cost feasibility analysis built into the study and it looks at revenue to determine ways to decrease cost of the project. Chairman Funkhouser said perhaps the cost could be negotiated downwards.

Alderman Peterson asked if the city could revisit any of the old plans, which were comprised of half space needs and half downtown needs. Mr. Olson added that the new plan would be much more comprehensive as compared to the narrow scope of space needs.

In conclusion, mid to late October is the target date to hold the proposed meeting and the committee decided to keep this item on the agenda for next month.

3. ADM 2019-45 Website Redesign Update

Ms. Willrett said December 17th is the rollout date. A design review will be put into the packet for discussion at the next Administration meeting. A staff committee has been overseeing the process with a focus on ease of use and layout and she welcomed feedback. Ms. Willrett noted the photos have a purple hue for accessibility requirements. Chairman Funkhouser said he would like the color red to be used for the website and keep the downtown color scheme separate. This will be brought back to to the next meeting.

Additional Business:

Chairman Funkhouser asked that the subject of recreational marijuana be placed on the Council agenda for expedited discussion. He also requested a map of restricted zones, some case studies for municipalities who have already approved, and a list of cities who have opted in/out. The tax ordinance for marijuana will be on the agenda at the next Council meeting, said Mr. Olson, and it must be implemented by October 1st whether the city opts in or out. Zoning requirements will be discussed and Ms. Noble will bring surveys and maps for dispensaries and cultivation centers for the October 8th meeting.

There was no further business and the meeting adjourned at 6:52pm.

Respectfully transcribed by
Marlys Young, Minute Taker