

**UNITED CITY OF YORKVILLE
ADMINISTRATION COMMITTEE MEETING
Wednesday, February 19, 2020 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
City Administrator Bart Olson
Assistant City Administrator Erin Willrett
Finance Director Rob Fredrickson
Alderman Ken Koch

Others in Attendance:

Cort Carlson, AACVB

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

Citizen Comments: None

Minutes for Correction/Approval: November 20, 2019

The minutes were approved as presented.

New Business:

1. ADM 2020-08 Budget Report for November 2019, December 2019, January 2020

Mr. Olson said the Governor has given his budget report and released the budget tied to the income tax referendum. He cut the LGDF (Local Government Distributive Fund) contingent upon passage or fail of the income tax referendum. There is a proposed 5% cut unless the referendum passes. Staff has put this into the budget proposals if the cuts are made.

On a positive note, Mr. Olson said the sales tax performance was greater than expected. Tax reported in January (for October consumer sales) was significantly higher than expected along with the November sales. Alderman Plocher pointed out that the Halloween store may have helped the October sales. Mr. Olson said that if the remainder of the months meet goals in addition to the first 8 months, the City will be about \$50,000 above the expected tax.

2. ADM 2020-09 Treasurer's Report for November 2019, December 2019 and January 2020

Mr. Fredrickson gave a summary of the revenue for each of the months. There was no further discussion and the reports will move to City Council.

3. ADM 2020-10 Cash Statement for October 2019, November 2019 and December 2019

Mr. Fredrickson said these reports contain the usual cash balances and investment balances. He said an IMET payment had been received in December for \$133,000 which puts the collected amount at 56% so far. It had previously been written off as bad debt.

4. ADM 2020-11 Website Report for November 2019, December 2019 and January 2020

Ms. Willrett said there was a dip in the social media and website visits due to a low number of events for these months and the average visit was 3 minutes. She added that social media usage for closures, etc. was still high. For information.

5. ADM 2020-12 Quarterly Vehicle Replacement Chart

Mr. Olson said this chart shows all city vehicles in the fleet and how often they should be replaced. Funding for purchases is also shown.

6. ADM 2020-13 Aurora Area Convention & Visitors Bureau 2020 Marketing Plan/Strategy

Mr. Cort Carlson from AACVB gave an overview for the 2020 plan and a summary of 2019. He said more funds are being moved into the digital formats, however, Facebook had not done as well so other platforms such as Twitter, Instagram and Pinterest will be tested. He said the Neighborhood Tours publication had been very popular and was distributed through the Shaw newspapers. He said the City spends about \$26,000, but received about \$10,000 in value-added savings. Mr. Carlson will also give a presentation at the upcoming Council meeting. Mayor Purcell also noted a new event in May which is "Margaritas in May". This moves to the City Council for their approval.

7. ADM 2020-14 Request to Dispose of Surplus Equipment

A memo was prepared by Purchasing Manager Carri Parker to dispose of a folding machine no longer needed. It was used for folding bills, but the bills are now outsourced. Ms. Parker is working on a less stringent disposal procedure with a threshold of \$5,000 original value that can be approved at the staff level. This will move to City Council for approval.

8. ADM 2020-15 Elected Officials Salary Increase Discussion

Chairman Funkhouser said he asked to have this item on the agenda since salaries had not been discussed since 2006 with 2 subsequent amendments--one for stipends and the other for benefits. Mr. Olson brought some research on comparable communities which reflected wide differences. Mr. Funkhouser said he foresees any applicable raises becoming effective in 2023.

At the present time, Aldermen are given \$100 for each meeting attended and a base salary of \$3,600. After discussion, it was suggested to pay \$150 for each meeting including special meetings and a base salary of \$5,500. Mayor Purcell commented that it has been 15 years since there has been a raise and that the Aldermen's time is worth something.

The Mayor's salary was also discussed. The base is \$8,500 (which includes Liquor Commissioner pay) and \$100 per meeting. After discussion, it was decided to pay \$14,400 in salary (which includes Liquor Commissioner pay) plus \$150 per meeting.

It was discussed to have the amounts for the salary tied to inflation at 2% per year. This discussion will move to the first Council meeting in March.

9. ADM 2020-16 NIMEC Bid for Electric Accounts

These accounts are coming due at the end of the month for wells, water treatment plants, etc. Mr. Fredrickson said bids go out on March 3rd for a new contract. This will move to the first March Council meeting for approval of authorization for Mr. Olson to enter into a new contract.

10. ADM 2020-17 IT Contract

Mr. Olson said the consortium is moving to a different type of contract including different standards and the base cost will decrease slightly. The total price will be the same, but with improved service. Mr. Olson said the consortium has worked well. This is an informational item.

11. ADM 2020-18 Municipal Facilities Plans

Staff is drafting RFQ's for space needs for some of the City departments including Public Works and another for other City departments. A third study will be done based on land use decision making. Mayor Purcell noted the number one priority is Public Works with a hoped for 18-24 months build time. This discussion was for information and will move to City Council in March.

Old Business:

1. ADM 2019-45 Website Redesign Update

Ms. Willrett reported on the various updates made to the website. She said the smaller updates were listed in the memo. She explained how the font was changed on the banner page and the banner photo was also changed to be brighter, yet ADA compliant. She noted that icons cannot be used because the web page cannot support it. The committee also discussed using the letter "Y" to look similar to what the schools use, however, it will cost more and will be discussed at a later time. This update is a free update and the redesign will move forward at this time.

2. ADM 2019-63 Liquor Code Regulations – Number of Available Licenses

Mr. Olson said there has been conversation about increasing or decreasing capped license classes, so City Clerk Pickering did an inventory of all liquor licenses and the fees paid. He described what businesses are included in each class and the type of liquor that can be sold. He said the proposal is to rewrite the liquor code for the next FY as a way to

control some of the licenses classes such as licenses for gaming in a cafe or a gas station. In moving this forward, the Class A license will be clarified and staff will look at the code overall.

3. EDC 2019-83 Resolution Approving Downtown Exterior Improvement Grant Program

4. EDC 2019-90 Downtown Hill Landscape Bid Update

Both these items were sent to this committee from City Council. They are budget-based requests with no money at this time, but can be funded through a budget amendment. No further action at this time.

Additional Business: None

There was no further business and the meeting adjourned at 7:22pm

Respectfully transcribed by Marlys Young, Minute Taker