

**UNITED CITY OF YORKVILLE  
ADMINISTRATION COMMITTEE MEETING  
Wednesday, May 20, 2020 6:00pm  
City Hall Conference Room**

**Note:** Due to the Covid-19 pandemic, this meeting was held in accordance with Governor Pritzker's Executive Order 2020-07, extended by Executive Order 2020-33. This Order encourages social distancing by allowing remote attendance.

**Committee Members In Attendance:**

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

**Other City Officials In Attendance:**

City Administrator Bart Olson-remote  
Assistant City Administrator Erin Willrett-remote  
City Finance Director Rob Fredrickson/in-person attendance  
Alderman Ken Koch-remote  
City Clerk Lisa Pickering-remote  
Purchasing Manager Carri Parker-remote

**Others in Attendance:** None

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

**Citizen Comments:** None

**Minutes for Correction/Approval:** February 19, 2020  
The minutes were approved as presented.

**New Business:**

***1. ADM 2020-29 Budget Report for April 2020***

Mr. Olson said that revenue updates have been periodically given to the Council members. The income taxes have come in with the amount expected, local use tax was flat or up and sales tax was up. MFT was down from last year by 20%.

***2. ADM 2020-30 Treasurer's Report for April 2020***

Finance Director Fredrickson gave the report as follows:

\$13,124,377 Ending Fund Balance  
\$31,511,274 YTD Revenues  
\$30,548,892 YTD Expenses  
\$14,086,760 Projected Ending Fund Balance

There was no further discussion and it moves forward to City Council.

**3. ADM 2020-31 Cash Statement for March 2020**

This is informational with cash balances and investments being shown. No comment.

**4. ADM 2020-32 Website Report for February, March and April 2020**

Ms. Willrett said there was a spike in March due to the many Covid-19 related closures. A re-design took place in April with many favorable comments and some cleanup is ongoing.

**5. ADM 2020-33 Quarterly Vehicle Replacement Chart**

This report is informational.

**6. ADM 2020-34 Consolidation and Closure of Parks and Recreation Bank Accounts**

It is proposed to consolidate these two Parks and Rec accounts into the main city account. There is no legal requirement for these accounts and the consolidation will save time and eliminate the need for inter-fund transfers. It will be tracked through Fund #79. There was no further discussion and it moves forward to City Council.

**7. ADM 2020-35 Ordinance Amending the City Code Regarding Contracts and Purchases**

Purchasing Manager Carri Parker said this was addressed in the January Council meeting and would provide updates to the purchasing ordinance. The suggestion was to raise the amount of a \$500 minimum disposal value for many items and a \$5,000 minimum is suggested for city vehicle or equipment purchases. Other changes would include a codified disposal policy, language revisions, an internal database of vendors if RFP's are posted so that she can reach out to potential vendors and the addition of co-op purchasing. She will also be looking at the competitive bidding process. Alderman Transier asked if the co-operative bidding will result in better prices. It will depend on the purchase. Chairman Funkhouser questioned a reference to "real property" and Mr. Olson replied it is in reference to the state statutes.

**8. ADM 2020-36 Fund Balance Policy Revisions- Contingency**

Mr. Fredrickson proposed that a contingency line item be added and memorialized in the Fund Balance policy. The amount could be set between 0% and 10% and the funds would be used only for unforeseen expenses. A formal budget amendment would be required to use it and any unused amount would revert to the Fund Balance at the end of the FY. Chairman Funkhouser asked about the benefit of the contingency vs. just including the revenue in the Fund Balance. Mr. Fredrickson said it is just a preference. Mr. Funkhouser asked if cuts are made elsewhere to create the contingency and expressed hesitancy for this proposal. No issues would result in the annual budget for having the contingency. Alderman Transier asked how the percentage of funds would be determined on a yearly basis. The City Council would decide on the percentage. This moves forward to the City Council.

**9. ADM 2020-37 School District - IGA**

This item was placed on the agenda by Mr. Funkhouser since it has not been discussed for several years. A draft had been done and an older agreement has since expired. Mr.

Olson said negotiations were progressing at that time and eventually the Council approved what they felt was reasonable and it was forwarded to the school. Since the last IGA, the facility use policy and the city contribution of police officers were changed. The city and Mayor have had discussions with the school and School Board with some progress. Committee members said it would be beneficial to have an agreement and will give staff direction to reach out to the school district for their opinion whether to proceed as they are now or to memorialize the proposed agreement in the package. This will be brought back to committee after staff talks with the school.

***10. ADM 2020-38 Cable Consortium – Exit and Moving Forward – Strategy – Plan Providing Services***

This was brought forward for discussion since the city is no longer part of the consortium. The Mayor has spoken with Plano and Sandwich about going forward. He also reached out to the school system, but it is on hold now due to the pandemic. He asked for options for other ways to broadcast Council meetings. Two of those options are using the current system of remote meetings or livestreaming the meetings by the city with the purchase of some additional equipment. Mr. Olson said he anticipates a plan by June 30<sup>th</sup>. Chairman Funkhouser noted that he wants to see the money previously earmarked for the consortium to continue to be used on technology for a similar use. This item will come back next month for discussion.

***11. ADM 2020-39 Governing Ordinance – Start Discussion of Review and Changes***

The procedural ordinance approved in 2013 governs the Council and committees at this time. Chairman Funkhouser said he would like a discussion for any updates or revisions needed. He asked that any proposed changes be forwarded to Mr. Olson and this will be kept on the agenda the next few months.

**Old Business:** None

**Additional Business:** None

There was no further business and the meeting adjourned at 6:36pm.

Respectfully transcribed by  
Marlys Young, Minute Taker-remote