

UNITED CITY OF YORKVILLE  
ADMINISTRATION COMMITTEE MEETING  
Wednesday, October 21, 2020 6:00pm  
City Hall Council Chambers  
800 Game Farm Road, Yorkville, IL

**Note:** This meeting was held in accordance with Public Act 101-0640 and Gubernatorial Disaster Proclamation issued by Governor Pritzker pursuant to the powers vested in the Governor under the Illinois Emergency Management Agency Act. This allows remote attendance for this meeting to encourage social distancing due to the current Covid-19 pandemic.

**Committee Members In Attendance:**

Chairman Chris Funkhouser/in-person      Alderman Jason Peterson/in-person  
Alderman Joe Plocher/in-person              Alderman Dan Transier/in-person

**Other City Officials In Attendance:**

City Administrator Bart Olson/in-person      Finance Director Rob Fredrickson/in-person  
Assistant City Administrator Erin Willrett/remote

**Others in Attendance:**

Mike Alesia, Alliant Insurance Services/remote

The meeting was called to order at 6:00pm by Chairman Chris Funkhouser and he announced those who were present for this meeting.

**Citizen Comments:** None

**Minutes for Correction/Approval:** September 16, 2020

The minutes were approved as presented.

**New Business:**

***1. ADM 2020-58 Budget Report for September 2020***

Mr. Olson reported \$315,000 in municipal sales tax from robust sales in June and he said the October numbers were up 5% year over year. More in-depth reporting will be done at the upcoming Council meeting.

***2. ADM 2020-59 Treasurer's Report for September 2020***

Finance Director Fredrickson reported the following unaudited September figures:

Beginning Fund Balance:	\$12,704,300
YTD Revenues:	\$15,806,795
YTD Expenses	\$10,443,527
Projected Ending Fund Balance:	\$18,067,568

This report moves to the Council consent agenda.

**3. ADM 2020-60 Website Report for September 2020**

Ms. Willrett reported visitors trended downward while the police department page has become very popular. A recent missing child incident resulted in one of the largest number of hits in the website's history.

**4. ADM 2020-61 Annual Treasurer's Report**

Mr. Fredrickson referred to the Summary Statement of Operations and said the numbers will coincide with the CAFR report to be presented to the Council on October 27<sup>th</sup>. There is also a link to the web page. The report lists all the receipts and expenses for the city including payroll. This report will be published in the *Kendall County Record* pursuant to the State Statute.

**5. ADM 2020-62 City Liability Insurance and Workman's Comp Insurance Renewal**

Mr. Olson referred to the memo describing the insurance renewal process with the insurance broker, Mike Alesia. The city did not go out to bid in order to expedite the insurance process this year. It was bid to the existing carrier with the expectation of a 10% increase, but only a 2.5% aggregate increase resulted.

The discussion was turned over to Mr. Alesia. He said due to destructive events within the U.S. this year, insurance costs increased, some companies departed from the insurance market and some decreased their limits especially to law enforcement entities. He said the city has some claims and the market was difficult last year. Mr. Alesia said Glatfelter was the most cost effective and comprehensive insurance and after providing a quote, they came in under the renewal estimate. He summarized some of the changes and also items that stayed the same. Overall, the renewal premium is only increasing slightly, but he noted that if the city had waited 2 more weeks, the premium would have been much higher. Chairman Funkhouser thanked Mr. Alesia for his efforts. This moves to the City Council.

**6. ADM 2020-63 Closure of the Illinois Funds MFT Account**

Mr. Fredrickson said additional bank accounts have been consolidated and co-mingled with other funds. This move saves staff time, eliminates extra accounts and IDOT has approved the consolidation. Alderman Peterson asked the reason for the original separation of accounts. Past practices required some accounts to be kept separate. The committee approved moving this to the City Council consent agenda.

**7. ADM 2020-64 Meeting Schedule for 2021**

The committee approved the proposed meeting schedule.

**8. ADM 2020-65 Staff Return to Work During COVID Pandemic: Policy, Procedures, Safety Protocol and Full Return to In-Person Work for Staff**

Chairman Funkhouser said this subject was brought forth for discussion of policies, state regulations, plans, etc. for full-time in-person return to work during the pandemic. Mr. Olson discussed how symptoms are handled and the procedures to be followed. He also discussed the physical office changes in order to social distance, employees alternate

working from home, enhanced cleaning practices and one supervisor is always in the building. Teleconferencing within departments and working separately were mentioned as part of the efforts in Public Works.

He said a UV light system will likely be purchased and will exceed \$25,000 requiring City Council approval. Automatic faucets/plumbing and doors were suggested which Mr. Olson said will likely be implemented. The cost of cleaning supplies and mitigation efforts was also discussed. Alderman Transier asked how an outbreak would be handled. He pointed to a recent example where several judges in the county courthouse are in quarantine due to possible Covid exposure. Mr. Olson said other towns would assist in dire situations. This topic will be considered again in two months.

**Old Business:** None

**Additional Business:** None

There was no further business and the meeting adjourned at 6:34pm

Respectfully transcribed by  
Marlys Young, Minute Taker/in-person