

**UNITED CITY OF YORKVILLE
ADMINISTRATION COMMITTEE MEETING
Wednesday, February 17, 2021 6:00pm
City Hall Conference Room**

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 Dan Transier/remote
Alderman Joe Plocher/remote

Absent: Alderman Jason Peterson

Other City Officials In Attendance:

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

Others in Attendance: None

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

Citizen Comments: None

Minutes for Correction/Approval: January 20, 2021

The minutes were approved as presented.

New Business:

1. ADM 2021-05 Budget Report for January 2021

Mr. Olson reported a 5% reduction in sales tax revenue as of this date. He said in the federal covid relief package, there could be an early allocation for the states with a possible \$7 billion for Illinois. Mr. Funkhouser questioned an email from IML regarding a 10% cut.

2. ADM 2021-06 Treasurer's Report January, 2021

Finance Director Fredrickson reported the following:

Beginning Fund Balance:	\$12,703,923
YTD Revenue:	\$26,003,408
YTD Expenses	\$25,362,442
Projected Ending Fund Balance:	\$13,344,889

This moves to the Council consent agenda.

3. ADM 2021-07 Cash Statement for June 2020

Finance Director Fredrickson said staff is working on the backlog of reports since an employee has left the city. This is informational.

4. ADM 2021-08 Website Report for January 2021

Ms. Willrett reported on the statistics for the month and noted the city events. (Audio was difficult to hear).

5. ADM 2021-09 2020 Annual Report

This report shows the highlights of each city department for the year, said Ms. Willrett. It will be posted to the city website and linked to Facebook. This informational report will move forward to the standard Administration report for the City Council agenda.

6. ADM 2021-10 City Council Email Account Policy

Chairman Funkhouser asked that this item be placed on the agenda for consideration to standardize the appearance of city email. He noted that aldermanic emails are not subject to FOIA if they are sent to residents. Mr. Olson said the city email is offered to all when elected and if anyone wants to switch, the cost is about \$200 a year per email account. If a city email address is used, the email is archived. He said there is no policy and Alderman can choose between a city email or personal email address.

Alderman Plocher noted that in the past, there were issues with forwarding emails under the city email address. Alderman Transier asked if there could be issues with security or hacking. He added that if one Alderman moves to city email, all Aldermen should have a city email address. Mr. Olson said the city has a cloud-based server with various security protocols and is probably more robust than private email. It was noted that only the Mayor has a city email account at this time while Aldermen have their own. This will move to the full Council for discussion and Mr. Olson will verify the cost.

7. ADM 2021-11 City Meetings Streaming Policy

This item was placed on the agenda by request of Alderman Funkhouser. Though the city is using Zoom technology for meetings during the Covid-19 pandemic and even though all Aldermen might be attending in-person, he is suggesting streaming the meetings in an effort to more fully engage the public. Mr. Olson believes this might be an AV equipment rather than a software solution and the microphone system would need to be upgraded. He said Zoom is the best solution that he is aware of at this time.

Alderman Plocher said he was in favor in making meetings more accessible and that people were more likely to make comments from their own home rather than coming to the meetings. Alderman Transier agreed saying it was a good idea, making it easier for citizens to know what was happening or to participate and it is the way of the future. He said the courthouses are contemplating not returning to in-person appearances and they have cameras that focus on the bench, judge and gallery. Chairman Funkhouser asked Mr. Olson to investigate a microphone and camera for this purpose and the equipment could be used at the Library and Parks & Rec meetings also. The cost information will be brought back to the Administration committee in 2 months with a brief update requested next month.

Old Business: None

Additional Business: None

There was no further business and the meeting adjourned at 6:22pm.

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