

**UNITED CITY OF YORKVILLE  
ADMINISTRATION COMMITTEE MEETING  
Wednesday, June 16, 2021 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 Jackie Milschewski/in-person      Alderman Seaver Tarulis/in-person  
Alderman Chris Funkhouser/in-person      Alderman Dan Transier/in-person

**Other City Officials In Attendance:**

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

**Others in Attendance:**

Mr. Chris Childress-Progressive Business Solutions/in-person  
Ms. Victoria Crawford-Kylyn's Crossing/in-person

The meeting was called to order at 6:00pm by Chairman Jackie Milschewski.

**Citizen Comments:** None

**Minutes for Correction/Approval:** March 17, 2021

The minutes were approved as presented.

**New Business:**

***1. ADM 2021-23 Budget Report for March, April and May 2021***

Mr. Olson noted that March was one of the highest consumer sales months. State-wide sales tax were 40% higher than usual and use tax was up. There was record income tax performance and the city will also benefit from the census results. On the expense side, the city was very frugal and covid costs were offset by state funds. He predicts the sales tax will eventually decrease slightly and there will be a shift to on-line sales.

**2. ADM 2021-24 Treasurer's Report for March, April and May 2021**

Finance Director Fredrickson reported the following:

	<u>March</u>	<u>April</u>	<u>May</u>
Beg. Fund Balance:	\$12,703,923	\$12,703,923	
YTD Revenues:	\$31,252,912	\$34,225,542	\$11,113,773
YTD Expenses	\$29,102,429	\$31,278,863	\$ 1,561,653
Proj. Ending Fund Balance:	\$14,854,405	\$15,650,602	

The audit is underway and some of the information will come back to the August Administration meeting. These reports move to the City Council consent agenda.

**3. ADM 2021-25 Cash Statement for August, September, and October 2020**

Mr. Fredrickson said these are for information and the reports will be up-to-date for the fiscal year by the July meeting. Alderman Funkhouser inquired if any changes are predicted with the shifts in the economy and Mr. Fredrickson said he does not see any major changes in interest rates.

**4. ADM 2021-26 Website Report for March, April and May 2021**

Ms. Willrett said the reports are back on track now and she said Parks & Rec are holding many events which increase the website numbers. For information.

**5. ADM 2021-27 Selection of Committee Liaisons**

The following selections were made for Liaisons: Alderman Jackie Milschewski--Library Board and Alderman Dan Transier--School Board.

**6. ADM 2021-28 Meeting Dates**

The committee approved the proposed meeting schedule.

**7. ADM 2021-29 Solar Site RFP Discussion**

Mr. Chris Childress was present to provide information on a proposed solar field. He said the state is going to replenish the solar field funding. He recently worked on local solar field projects and no capital funds were used by utilizing a PPA (Power Purchase Agreement). There are 2 types of solar fields: "behind the meter" facility (power is consumed by the business), community solar field (located in remote areas and must have power lines to receive the power). He used Kendall County as an example of an entity that opted for the PPA. He explained who is responsible for the equipment and upfront costs and he said the goal is to lower power costs by 10-20%. He also discussed the possible locations for solar fields.

Mr. Olson said Mr. Childress would be responsible for the analysis, legwork, RFP and administration and it would be brought to the Council for consideration. He said the city is looking for acknowledgment of the RFP and there is no charge for the upfront work. He said the Kendall County solar field is very successful and this project would save money for the city with little risk. All data and questions will go to Mr. Childress to handle and then be shared with the city. He also discussed credits for surplus power generated. This topic will move to the City Council agenda for RFP authorization.

**8. ADM 2021-30 Intergovernmental Agreement for Purchasing Manager**

Mr. Olson said the IGA for the Purchasing Manager will expire at the end of the calendar-year. He said the city would prefer a 5-year term with Oswego. In the past, the position offered savings and time management savings. Alderman Funkhouser asked for data to support the value which Mr. Olson will gather and present it at City Council.

**9. ADM 2021-31 Procurement Code Update**

A memo was received from the former Purchasing Manager which specified exactly what was accomplished. Alderman Funkhouser questioned the language regarding re-bids for a 50% more increase. He felt this is a high threshold, however, Mr. Olson said it is state law. This moves to the City Council.

**Old Business:**

**1. ADM 2021-11 City Meetings Streaming Policy**

Mr. Olson said this item will coincide with the new city building to insure the Council Chambers are up to date with technology. He said equipment will be built in and proper furniture placement will be considered. Alderman Transier asked if this is the end of the consortium. Mr. Olson replied that Comcast has made inquiries and a meeting will be held.

Alderman Funkhouser asked about the status of Zoom meetings/videos archives. The past meetings are currently being stored, but not linked to the website due to data issues. He said it is his priority for the public to be able to have access to these meetings. Chairman Milschewski urged the city to not spare expense on these technology needs.

**Additional Business:**

Ms. Milschewski asked if all city staff was back to work since the decrease of covid cases. Mr. Olson said staff has been offered flexibility if there are family issues related to covid and most are back full time. He said the Mayor has issued a directive stating that as many employees as possible should be back to the office.

There was no further business and the meeting adjourned at 6:46pm.

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