

**UNITED CITY OF YORKVILLE  
ADMINISTRATION COMMITTEE MEETING  
Wednesday, October 19, 2022 6:00pm  
City Council Chambers  
800 Game Farm Rd., 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 ongoing Covid-19 pandemic.

**All attendees were in person unless otherwise noted.**

**Committee Members In Attendance:**

Vice-Chairman Chris Funkhouser, via Zoom  
Alderman Seaver Tarulis  
Alderman Dan Transier  
Alderman Craig Soling

**Other City Officials In Attendance:**

City Administrator Bart Olson, via Zoom  
Assistant City Administrator Erin Willrett  
Finance Director Rob Fredrickson

**Others in Attendance:** None

The meeting was called to order at 6:00pm by Vice-Chairman Chris Funkhouser. He stated who was present and noted the Governor's Executive Order.

**Citizen Comments:** None

**Minutes for Correction/Approval:** August 17, 2022

The minutes were approved as presented.

**New Business:**

***1. ADM 2022- 43 Budget Report for August and September 2022***

Mr. Fredrickson said the city has received the final \$1.4 million of the ARPA proceeds. The growth in sales tax is not as high as last year, but municipal sales are 3% higher and non-home rule 4% higher. This is informational.

***2. ADM 2022-44 Treasurer's Report for September 2022***

Mr. Fredrickson reported the following:

Beginning Fund Balance: \$27,366,832

YTD Revenue:	\$22,181,194
YTD Expenses	\$18,161,806
Projected Ending Fund Balance:	\$31,386,220

This will move forward to the Council consent agenda.

**3. ADM 2022-45 Cash Statement for May – August 2022**

Mr. Fredrickson said the cash balance and investments are contained in the report. This is informational.

**4. ADM 2022-46 Website Report for August and September 2022**

Ms. Willrett said the website hits are trending down while social media is trending up during events. The website will undergo a refresh soon and she will bring options for the Committee to review.

**5. ADM 2022-47 Meeting Schedule for 2023**

The Committee was OK with the proposed schedule and it will move forward with other Committee schedules to City Council in November.

**6. ADM 2022-48 Annual Treasurer's Report**

Finance Director Fredrickson reviewed the FY 2022 report saying the summary sheet covers all the Fund Balances, expenses, revenues, etc. The report also lists all receipts, employees and vendors. He will update the link when the final audit is received. Assuming the City Council approves the report, he said it will be published in the *Kendall County Record* at the end of the month. This moves to the City Council consent agenda.

**7. ADM 2022-49 Fiscal Year End 2022 Budget Report (Unaudited)**

The auditors did not have any adjustments to the report, said Mr. Fredrickson. The operations performed very well, sales tax increased 25% year over year and income tax increased 28%. He was encouraged by some of the smaller revenue streams which dipped during Covid, but have now recovered to previous levels or above. Some of those streams are hotel tax, gaming and amusement tax, etc. The General Fund is at \$1.45 million surplus and the General Fund is over \$10 million for the first time in the city's history. Water and sewer performed well also. He will give a full presentation of the audit at the next City Council meeting. This is informational at this time.

**8. ADM 2022-50 Ordinance Amending the Yorkville City Code, Title 1, Chapter 7, Section 3: Procurement**

Ms. Willrett said this was last updated in 2021 and since then it was noticed that some items in the ordinance were not current. Staff has now updated language for the various processes. She is seeking approval so that it can move forward to City Council. When purchasing or selling property, the city has been following the Illinois Municipal

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Code even though that was not reflected in the city code. Spending limits are \$24,999 (established by the state) for each individual department heads at a given time. The spending would be monitored by Mr. Olson and Mr. Fredrickson and ultimately the City Council. Mr. Olson said an exception to the \$24,999 is the purchase of fireworks, when

the city buys them in one transaction with Council approval. He also said a report is run for any purchase over \$5,000 at the Mayor's request. Mr. Funkhouser requested this report be run for the Administration Committee a couple times following the updates in the code. He also asked about a reference to Change Orders for Public Works contracts. The reference is specifically for Public Works since there is a state law pertaining to the Change Orders. This item moves to the City Council consent agenda.

**Old Business:** None

**Additional Business:** None

There was no further business and the meeting adjourned at 6:15pm

Respectfully transcribed by  
Marlys Young, Minute Taker