

UNITED CITY OF YORKVILLE  
ADMINISTRATION COMMITTEE MEETING  
Wednesday, January 18, 2017 6:00pm  
City Hall Conference Room

**Committee Members In Attendance:**

Chairman Jackie Milschewski Alderman Seaver Tarulis  
Alderman Diane Teeling Alderman Joel Frieders (via phone until 6:32pm)

**Other City Officials In Attendance:**

City Administrator Bart Olson Interim Assistant City Administrator Erin Willrett  
Finance Director Rob Fredrickson Administrative Intern Nicole Kathman

**Guests:** None

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

**Citizen Comments:** None

**Minutes for Correction/Approval:** November 16, 2016

The minutes were approved as presented.

**New Business:**

***1. ADM 2017-01 Monthly Budget Report for November and December 2016***

No comments.

***2. ADM 2017-02 Monthly Treasurer's Report for November and December 2016***

Mr. Fredrickson reported the following:

<b>November</b>	<b>December</b>	
\$17,243,885	\$17,243,885	Beginning Fund Balance
\$24,697,736	\$27,181,029	YTD Revenues
\$23,873,683	\$30,089,653	YTD Expenses
\$18,067,937	\$14,335,261	Projected Ending Fund Balance

The committee approved moving these reports forward to the Council consent agenda.

***3. ADM 2017-03 Cash Statement for October and November 2016***

Mr. Fredrickson said the cash reports and investments are detailed on this report. No further action.

***4. ADM 2017-04 Bills for Payment***

No comments.

**5. ADM 2017-05 Monthly Website Report for November and December 2016**

Ms. Kathman said there were more visitors to the website this year than last year in the same time. No further action.

**6. ADM 2017-06 NIMEC Bid for Electric Accounts**

The City has been using NIMEC (Northern Illinois Municipal Electrical Co-op) for the last 10 years to find the lowest electrical supplier. In this case, the bids are for water treatment plants, lift stations and wells. NIMEC goes out to bid between February 1 and March 31 and when there is a decrease in the market, they give the City 3-5 days notice and the winning bidder has 24 hours to accept. The resolution allows the City Manager to approve the lowest bid. This moves forward to the consent agenda.

**7. ADM 2017-07 Employee Manual Amendments**

a. Cell Phone Policy

Ms. Willrett said the employee manual has been updated to allow for employees to use City phones or receive a stipend for using their own. The policy also outlines the actions if the phone is damaged during work time. Alderman Teeling asked about employees using “life cases” to protect the phones, though Alderman Frieders said he had a phone damaged while in the case. A new appendix is also included in the manual which provides an agreement for whichever phone the employee chooses. This moves to the February 14<sup>th</sup> Council consent agenda.

b. Travel Expense Control Act

This item is time-sensitive and Mr. Olson recommended it move forward to the consent agenda for the January 24<sup>th</sup> Council meeting. The changes made coincide with the State's policy. He said \$40 is allowed per meal and \$150 per night lodging or conference rate. There is also a variance process for costs exceeding these.

**8. ADM 2017-08 Ordinance Amending the Code Regarding the Appointment of Municipal Officers**

This item re-writes the code to remove references to an elected City Treasurer and City Clerk and now refers to appointed positions. This moves to a Council consent agenda in February.

**9. ADM 2017-09 Audit – RFP Results**

In November, the City went out to bid since the 5-year contract with Lauterbach and Amen was nearing an end. Eight firms bid and the low bidder was Mack and Associates at \$159,750, however, staff had reservations since they lack experience in auditing municipalities the size of Yorkville. Lauterbach and Amen was the second lowest bidder at \$169,200 and they have much more experience. Staff has recommended Laurterback and Amen for the next 5 years and the committee agreed. This moves forward to the January 24<sup>th</sup> Council meeting and will require a super-majority vote.

**10. ADM 2017-10 Janitorial Services – RFP Results**

Ms. Willrett reported the City went out for RFP in October for a janitorial contract. The City currently uses Servicemaster 3 days per week without a contract. The cost is \$1,523 per month. Three qualified bidders replied and staff recommends Alpha Building

Maintenance Services. They would be awarded a 2-year contract and will service 11 buildings, not including Beecher Center or the library. This item moves to the consent agenda.

***11. ADM 2017-11 Interior Painting – RFP Results***

The City went out to bid in November for interior painting for the city hall and police department, excluding certain areas as detailed by Ms. Willrett. Nine bids were received and the lowest bidder, Alpha Building Services, was recommended. It was noted that Alpha had not paid prevailing wages in some instances, however, it was not an issue for city staff. Ms. Teeling expressed concern that their low bid might result in inferior work. Paint brands, color and other details are included in the contract and a bid bond will be put in place until the work is done satisfactorily. This moves to the February 14<sup>th</sup> Council consent agenda.

***12. ADM 2017-12 Interior Flooring – RFP Results***

Five bids were received in December and staff recommended awarding the bid to Tiles in Style at \$74,276. The firm will work after business hours. The carpet has not been chosen yet, however, blues and greys will be used for paint and flooring. This moves to the consent agenda.

***13. ADM 2017-13 Health Insurance Broker RFP Results***

This does not require City Council approval, however, since the broker is being changed it was decided to bring this matter forward for discussion and endorsement. The new broker is Alliant/Mesirow and covers the health insurance as well as property insurance. The broker will present health insurance plan selections for the City. This will move forward to the Council regular agenda.

**Old Business:** None

**Additional Business:** None

There was no further business and the meeting adjourned at 6:39pm.

Respectfully transcribed by  
Marlys Young, Minute Taker