

AGENDA
CITY OF ST. CHARLES
GOVERNMENT OPERATIONS COMMITTEE
ALD. RON SILKAITIS, CHAIR
MONDAY, AUGUST 2, 2021

1. Call to Order

The meeting was called to order by Chairman Silkaitis at 7:18 pm.

2. Roll Call

Present: Ald. Balla, Ald. Payleitner, Ald. Bancroft, Ald. Lencioni, Ald. Pietryla, Ald. Wirball,
Ald. Bessner, Ald. Weber

Absent: Ald. Bongard

3. Administrative

a. Video Gaming Statistics, June 2021 – Information Only

b. Fuel Tax Receipts, May 2021 – Information Only

4. Omnibus Vote

Items with an asterisk (*) are considered to be routine matters and will be enacted by one motion. There will be no separate discussion on these items unless a council member/citizen so requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.

Motion by Ald. Bancroft, second by Ald. Wirball to approve the omnibus vote.

Roll Call Vote: Ayes: Ald. Bancroft, Ald. Pietryla , Ald. Lencioni, Ald. Wirball, Ald. Bessner, Ald. Weber; Ald. Balla, Ald. Payleitner; Nays: None. Chairman Silkaitis did not vote as Chairman.

Motion Carried

5. Police Department

a. **Recommendation to approve a Proposal for a D-12 Liquor License Application for Mixology Salon Spa, located at 116 W Main Street, St. Charles.**

Chief Keegan presented the D-12 Liquor License application for Mixology Salon Spa. The application was presented at the July 27, Liquor Control Commission meeting and received a vote of 4 – 0 in favor of the license. The D-12 license classification codifies salons and nail salons to allow alcohol. Wheaton and Geneva have similar licenses. The City of St. Charles passed this several months ago in anticipation of this license coming forward. There are some limitations to the license, one drink per hour and no more than 3 drinks per customer. This is an accessory use not a primary use. Massage services are prohibited from alcohol service. All the materials included with the application are in order.

Motion by Ald. Payleitner, second by Ald. Wirball to Recommend the approval of a Proposal for a D-12 Liquor License application for Mixology Salon Spa, located at 116 W Main Street, St. Charles.

Roll Call Vote: Ayes: Ald. Bancroft, Ald. Pietryla, Ald. Wirball, Ald. Bessner, Ald. Weber; Ald. Balla, Ald. Payleitner; Recuse: Ald. Lencioni Nays: None. Chairman Silkaitis did not vote as Chairman. **Motion Carried**

b. Recommendation to Approve a Proposal for a New Class E-1 Temporary Liquor License for the Random Acts Matter Food Truck & Music Festival fundraiser being held in Pottawatomie Park on Saturday, September 25, 2021 from 11:30 a.m. to 5:30 p.m.

The application for this event was presented at the July 27, Liquor Control Commission meeting and received a vote of 4 – 0 in favor of the license.

Chief Keegan explained that the event will be taking place in Pottawatomie Park. Previously the events took place at Mt. St. Mary's Park. Credentialing is in place, perimeter fencing, and all their paperwork is in order. They are teaming up Riverlands Brewery, Pollyanna Brewing, and Vintage 53.

Ald. Wirball asked if this is the first time they are having this event. Chief Keegan answered that this is their third or fourth event and they were previously held in Mt. St. Mary's Park.

Motion by Ald. Pietryla, Second by Wirball to Recommend the Approval of a Proposal for a New Class E-1 Temporary Liquor License for the Random Acts Matter Food Truck & Music Festival fundraiser being held in Pottawatomie Park on Saturday, September 25, 2021 from 11:30 a.m. to 5:30 p.m.

Roll Call Vote: Ayes: Ald. Bancroft, Ald. Pietryla, Ald. Wirball, Ald. Bessner, Ald. Weber; Ald. Balla, Ald. Payleitner; Recuse: Ald. Lencioni Nays: None. Chairman Silkaitis did not vote as Chairman. **Motion Carried**

c. Recommendation to approve the Closure of Parking Lot "B" and IDOT Resolutions for the Closure of Main St. (Route 64) from 6th Street to 2nd Avenue for Two High School Homecoming Parades.

Chief Keegan mentioned that both High School Parades will head from 6th or 7th Street on the West side, and end at Second Avenue. There is a resolution in place to close the roadway with IDOT approval.

Motion by Ald. Weber, second by Ald. Pietryla to recommend the approval of the Closure of Parking Lot "B" and IDOT Resolutions for the Closure of Main St. (Route 64) from 6th Street to 2nd Avenue for Two High School Homecoming Parades.

Roll Call Vote: Ayes: Ald. Bancroft, Ald. Pietryla, Ald. Lencioni, Ald. Wirball, Ald. Bessner, Ald. Weber; Ald. Balla, Ald. Payleitner; Nays: None. Chairman Silkaitis did not vote as Chairman. **Motion Carried**

Voice Vote: Ayes: Unanimous; Nays: None. Chairman Silkaitis did not vote as Chair. **Motion Carried**

6. Finance Department

***a. Budget Revisions June, 2021.**

Motion by Ald. Bancroft, second by Ald. Wirball to approve the omnibus vote.

Roll Call Vote: Ayes: Ald. Bancroft, Ald. Pietryla , Ald. Lencioni, Ald. Wirball, Ald. Bessner, Ald. Weber; Ald. Balla, Ald. Payleitner; Nays: None. Chairman Silkaitis did not vote as Chairman. Motion Carried

Roll Call Vote: Ayes: Ald. Bancroft, Ald. Pietryla , Ald. Lencioni, Ald. Wirball, Ald. Bessner, Ald. Weber; Ald. Balla, Ald. Payleitner; Nays: None. Chairman Silkaitis did not vote as Chairman. **Motion Carried**

b. Recommendation to approve a Resolution of Official Intent Regarding Capital Expenditures to be Reimbursed from Proceeds of an Obligation to be Issued by the City of St. Charles, Kane and DuPage Counties, Illinois.

Chris Minick explained this is an important housekeeping item that the City goes through when a Bond is issued. Each year as part of the budget process certain projects are identified that we anticipate will be issued bonds to finance the cost of the project. The Resolution of Official Intent serves as official notice to the IRS, bond holders, etc., that the intention is to issue debt for these projects, but a there might be a timing difference between the initial expenses for projects and issuance of the bond. This allows us to start the clock for expenditures that the City can capture reimbursement for the projects. This tool allows the City to maintain tax exempt status on the bonds issued. Passage of the resolution does not obligate the City to issue any bonds; it gives the ability for reimbursement for the expenditures related to bonded projects. The official bond documents are forthcoming.

Motion by Ald. Bancroft, second by Ald. Lencioni to Recommend the approval of a Resolution of Official Intent Regarding Capital Expenditures to be Reimbursed from Proceeds of an Obligation to be Issued by the City of St. Charles, Kane and DuPage Counties, Illinois.

Voice Vote: Ayes: Unanimous; Nays: None. Chairman Silkaitis did not vote as Chair.
Motion Carried

7. Human Resources Department

a. Recommendation to approve a Letter of Engagement with Heintzeman Law, LLC to Provide Representation and Legal Advice for the City of St. Charles in a Police Pension Application Matter.

Jenn McMahon explained the City Code allows for the City Council to appoint legal counsel, outside the City Attorney, for specific legal issues. The attorney the City has been working with regarding a particular personnel matter has left Clark, Baird, Smith (CBS) to start their own firm, Heintzeman Law, LLC. Because of the amount of time the City has been working with this attorney, and the complexity of the case, it would be wise to keep working with this attorney. Jenn requested a letter of engagement, which was reviewed by City Attorney, Nicholas Peppers, and was provided to the council members for review. Both

Attorney Peppers, and Jenn McMahon recommend working with Heintzelman Law, LLC. .

Ald. Weber asked what the hourly rate was with CBS, Jenn answered that the rate is the same with Heintzelman as CBS.

Motion by Ald. Weber, Second by Ald. Lencioni to Recommend to approve a Letter of Engagement with Heintzelman Law, LLC to Provide Representation and Legal Advice for the City of St. Charles in a Police Pension Application Matter.

Roll Call Vote: Ayes: Ald. Bancroft, Ald. Pietryla , Ald. Lencioni, Ald. Wirball, Ald. Bessner, Ald. Weber; Ald. Balla, Ald. Payleitner; Nays: None. Chairman Silkaitis did not vote as Chairman. **Motion Carried**

b. Recommendation to approve a Proposal from GovHR to Perform a Compensation Study and Analysis and Establish a Compensation Review Workgroup.

Jenn McMahon stated that about 3-4 years ago the City engaged in a Compensation Study and Analysis. At the conclusion of the study it was requested by Council that this be done every 3 years. This came up last year, but was put on hold due to Covid. An RFP was issued, we received 3 responses. All 3 were interviewed and GovHR provided the best value. They provided a thorough, low cost proposal. The City is asking that the effectiveness of the 75th percentile philosophy be assessed; the City pays above market at the 75th percentile of our comparable communities. They will also be asked to evaluate the draft Compensation Policy, analyzing our non-union positions for placement in pay grades ensuing internal equity, and analyzing our position to ensure compliance with federal and state laws particularly as it pertains to pay equity.

Jenn noted that a workgroup will need to be established. Previously the workgroup included the City Administrator, Finance Director and HR Director, as well 2 alderman and the Mayor.

Ald. Bancroft asked who did the study before. Jenn answered that it was Sikich.

Ald. Wirball asked what the turnover rate is for the City. Jenn answered that it's about 8.5%, the national average is about 20%. The main driver for job seekers is compensation and benefits. Through our compensation philosophy the City is very competitive compared to other municipalities. The turnover seen by the City is mostly retirements.

Motion by Ald. Weber, second by Ald. Bancroft to Recommend the approval of a Proposal from GovHR to Perform a Compensation Study and Analysis and Establish a Compensation Review Workgroup.

Roll Call Vote: Ayes: Ald. Bancroft, Ald. Pietryla , Ald. Lencioni, Ald. Wirball, Ald. Bessner, Ald. Weber; Ald. Balla, Ald. Payleitner; Nays: None. Chairman Silkaitis did not vote as Chairman. **Motion Carried**

c. Recommendation to Approve an Ordinance Amending Chapter 2.10 "Appointive Officers" of the St. Charles Municipal Code to Establish the Position of Director of Economic Development.

Jenn McMahon presented information for the proposed amendment of the City Ordinance to create a Director of Economic Development and Director of Community Development positions. Jenn explained that some employees have left the department, the Economic Development Planner resigned and moved out of state, and Rita Tungare, Community & Economic Development Director, will be retiring at the end of August. If changes are going to be made now is a good time.

Ald. Lencioni asked if there has been any analysis done to the cost benefit of adding the two positions? Ald. Lencioni asked if this is being added as a reorganization. Jenn answered that she has no information as it pertains to the cost benefits. This would be an addition of a Director of Economic Development position. The City, at one time, did have this position and it would be going back to a previous model.

Ald. Wirball mentioned that there is one person reporting to the Economic Development Director and asked if the department would grow. Jenn answered that if we move forward with the Director of Economic Development position, that person would bring forth additional growth, as needed, for the department.

Ald. Wirball asked where the City will get the money to pay for this? Chris Minick answered that it would most likely come out of reserves for this fiscal year and would be budgeted for moving forward. .

Ald. Wirball asked if we will look for additional revenue streams to pay for this particularly if we anticipate growing the department. Chris Minick responded that typically there is growth in the revenue stream, however there hasn't been much growth since Covid has ended we haven't seen a positive trend, particularly in the Sales Tax Revenue Stream. The Audi Dealership and the anticipated expansion of the Zen Leaf facility will help in that regard.

Ald. Payleitner stated she's all on board with the change, and asked if it's necessary that it be a director position. Jenn replied that she brought forward she heard and wanted to address this in terms of the authority and level of what is being looked for to focus on economic development.

Ald. Payleitner noted that this person will only have one person reporting to them. Jenn stated that the salary relates to a director level position. If that were to change it would be different.

Ald. Payleitner said that Batavia just hired someone for this type of position and the salary was not comparable. Jenn stated that it wasn't a director level position. Ald. Payleitner said that she has some hesitation.

Ald. Payleitner stated that the St. Charles Business Alliance's job is to sell St. Charles. Will the Economic Development Director take some of that work from the Alliance? Jenn said that there will be some evolution of the position, if it's not a director position, and is less than that, we would see what department that position would fall under. She didn't go into depth on where this position and the Alliance would start and stop, but hat the incumbent would most likely have some thoughts on that. 24:47 video

8. Additional Items from Mayor, Council, Staff, or Citizens.

9. Executive Session

- Personnel – 5 ILCS 120/2(c)(1)
- Pending Litigation – 5 ILCS 120/2(c)(11)
- Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
- Property Acquisition – 5 ILCS 120/2(c)(5)
- Collective Bargaining – 5 ILCS 120/2(c)(2)
- Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)

10. Adjournment