

**MINUTES
CITY OF ST. CHARLES
GOVERNMENT OPERATIONS COMMITTEE
MONDAY, APRIL 18, 2022
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET**

1. Call to Order

The meeting was called to order by Ald. Silkaitis at 7:47 pm.

2. Roll Call

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

Absent: None

3. Police Department

- a. Recommendation to Approve a Proposal for a New Massage License Application for Beautiful Balance with Anna, Located at 141 S. First Street, St. Charles.

Chief Keegan shared that the Liquor Control Commission approved this item earlier this evening. The applicant is renting space at Fit St. Charles on 1st Street, and proposes an appointment-only operation.

Motion by Ald. Pietryla, second by Ald. Wirball to Approve a Proposal for a New Massage License Application for Beautiful Balance with Anna, Located at 141 S. First Street, St. Charles.

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

- b. Recommendation to Approve a Proposal for a New Class E-1 Temporary Liquor License for the “Hops for Hope 5K” to be held at Mt. Saint Mary’s Park on October 1, 2022.

Chief Keegan shared that the Liquor Control Commission approved this item earlier this evening. This is the sixth year for this event.

Motion by Ald. Lencioni, second by Ald. Pietryla to Approve a Proposal for a New Class E-1 Temporary Liquor License for the “Hops for Hope 5K” to be held at Mt. Saint Mary’s Park on October 1, 2022.

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

- c. Recommendation to Approve a Proposal for a New F2 BYOB Liquor License Application for HM Hair Bar located at 13 S 2nd Street, St. Charles.

Chief Keegan shared that the Liquor Control Commission approved this item earlier this evening. Alcohol may not leave the premises.

Motion by Ald. Pietryla, second by Ald. Bessner to Approve a Proposal for a New F2 BYOB Liquor License Application for HM Hair Bar located at 13 S 2nd Street, St. Charles.

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

- d. Recommendation to Approve a Proposal for a new B1 Liquor License Application for XA Maly Thai, Inc., Located at 3825 E. Main Street, St. Charles.

Chief Keegan shared that the Liquor Control Commission approved this item earlier this evening. This is the former Vino Thai location, and are open now without alcohol sales.

Motion by Ald. Wirball, second by Ald. Lencioni to Approve a Proposal for a new B1 Liquor License Application for XA Maly Thai, Inc., Located at 3825 E. Main Street, St. Charles.

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

4. Information Systems

- a. Recommendation to approve an agreement with Harris Computer Systems for NorthStar Customer Information Systems and Billing software, implementation services, and cloud hosting for a not-to-exceed cost of \$887,010.

Larry Gunderson explained the Utility Billing software functions and that the current system, implemented in the 1980s, no longer meets the City's needs. The system processes ~\$79 million in revenue each year. A needs assessment and request for proposal were done. NorthStar, a Canadian company, was chosen as the best fit and value for St. Charles. Implementation cost will be \$783,885 and annual operating costs will be \$103,125 (current unsupported system annual costs are approximately \$50,000.) Funding for this project would come from Electric, Water, and Wastewater Funds.

Billing statements will look similar to current statements, and include rate information. The customer portal will show a new view to customers. Adjudication hearing payments will be able to be paid online and at the Police Department.

The team used a scoring spreadsheet to determine the best supplier for the new system. References were checked to verify the software is successfully being used by other municipalities in the United States.

Customers would still incur Paymentus processing fees, separate from the new utility billing system.

Motion by Ald. Pietryla, second by Ald. Wirball to Approve an agreement with Harris Computer Systems for NorthStar Customer Information Systems and Billing software, implementation services, and cloud hosting for a not-to-exceed cost of \$887,010.

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

Motion Carried.

The Committee asked Staff to reconsider whether the request for proposal requirements were optimal, or simply replacing the current system at a high cost.

5. Human Resources Department

- a. Presentation of GovHR's Final Report on Non-union Compensation.

Jenn McMahon reminded the Committee that a compensation study is normally completed every three years. GovHR presented the highlights of this year's study. Job evaluation, job classification, and salary analysis were included in review. City employees were surveyed/interviewed and eighteen local communities were used as comparison.

The City has great job descriptions and practices, so this new system should last 5-10 years or more. It is also assessed that St. Charles has a strong compensation policy. GovHR suggests that pay rates be increased for employees who are currently below the minimum level for their classification, and pay remain the same for employees within the range or above the maximum. Pay policy at the 75th percentile should keep employee turnover to a minimum.

Motion by Motion by Ald. Pietryla, second by Ald. Weber to accept GovHR's Final Report on Non-union Compensation and direct Staff to bring back an implementation plan at a later date.

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

6. Finance Department

- a. Recommendation to approve the Revised Investment Policy for City Funds.

Bill Hannah share dthat St. Charles has had an investment policy since 1999, as required by the Public Funds Investment Act. The City portfolio ranges between \$80-100 million throughout the year. Several updates were made to the policy to clean up language and allow for more diversification.

Motion by Motion by Ald. Wirball, second by Ald. Pietryla to approve the Revised Investment Policy for City Funds.

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

vote as Chair. **Motion Carried.**

7. **Public Comment** – no comments
8. **Additional Items from Mayor, Council, Staff** - none
9. **Adjourn to Executive Session**

Motion by Ald. Weber, second by Ald. Bancroft at 8:39 pm to adjourn to executive session to discuss collective bargaining.

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

10. The meeting was reconvened at 8:41 pm.
11. **Adjournment**

Motion by Ald. Lencioni, second by Ald. Pietryla to adjourn the meeting at 8:42 pm.

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

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ADA Compliance

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at jmcmahon@stcharlesil.gov. Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).