

**MINUTES  
CITY OF ST. CHARLES, IL  
GOVERNMENT OPERATIONS COMMITTEE  
MONDAY, AUGUST 15, 2016**

**1. Opening of Meeting**

The meeting was convened by Chairman Stellato at 7:05 p.m.

**2. Roll Call**

**Members Present:** Chairman Stellato, Ald. Silkaitis, Payleitner, Lemke, Bancroft, Turner, Krieger, Gaugel, Bessner, Lewis

**Absent:** None

**Ald. Silkaitis:** Regarding the last IMRF I've never seen so many. They weren't big dollar amounts, my curiosity was peaked.

**Chris Minick:** We had a compliance audit via IMRF, the Illinois Municipal Retirement Fund, and during the course of the audit it was determined that the City's 401a wages were not pensionable. We received credits back from IMRF for the wages that went into that on behalf of the individual employees. We need to refund those amounts back to the individual employees. That's what all of those refunds from IMRF were for.

**3. Omnibus Vote**

- Motion to accept new liquor license application and staff to proceed accordingly with use of said application.

Motion by Ald. Turner, second by Krieger to approve the omnibus vote.

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

**4. Police Department**

- a. Recommendation to Approve a proposal for a Class C Liquor License for Dawn's VooDoo Room to be located at 214 W Main Street, St. Charles (former Acquaviva Winery).**

**Chief Keegan:** This is a recommendation to approve proposal for a Class C liquor license for Dawn's VooDoo Room to be located at 214 W Main Street, St. Charles (former Acquaviva Winery). If I could have Dawn Humer, the petitioner, please step forward. Dawn as you know is the owner of Dawn's Beach Hut at 8 N Third Street. Dawn is a long standing business owner in St. Charles and owns a fine establishment. She's applied to take over the former Acquaviva Winery. We conducted a background investigation. This was advanced forward from the Liquor Control Commission and tabled for a short while for Dawn to work out some floor space issues

with the Community Development Department. I'm happy to report that the situation has been rectified and Dawn is ready to move forward. She is applying for a class C license with a limited food menu. Right now there isn't a commercial kitchen in the space. As most of you probably know, it's a rather small restaurant/bar. Dawn is going to work with the Health Department on a menu that's appropriate given the lack of commercial kitchen space. Dawn can answer any questions that the Committee might have.

**Dawn Humer:** 8 N Third Street, St. Charles.

**Ald. Payleitner:** I got the new floorplan, the one dated August 5.

**Chief Keegan:** It's new, but there's a miscalculation on the width of the aisle way between the barstools and the adjoining wall.

**Dawn Humer:** I made a mistake. I put down 5 ½ and it's actually 6 ½. It's actually more space than what I have indicated.

**Ald. Payleitner:** That's fine. Did the amount of seats change?

**Dawn Humer:** Because I accidentally put down 5 ½ instead of 6 ½ the Building Department told me I could only have barstools without backs. I called immediately after I realized what I had done and Bob Vann told me to come here to explain.

**Ald. Payleitner:** Is the number of seats the same, just how you seat them is different?

**Dawn Humer:** Correct.

**Chief Keegan:** There was an issue with ingress and egress of the business with the widened corridor, that's a moot point. I've spoken with Bob and we're ready to go ahead and permit accordingly.

**Ald. Lewis:** I don't understand what a vintage New Orleans themed place looks like.

**Dawn Humer:** I have vintage French provincial furniture, chandeliers, antique pictures and things on the wall as décor.

**Ald. Lewis:** Are you going to have music?

**Dawn Humer:** Recorded music.

**Ald. Lewis:** You checked on your application that you have entertainment.

**Dawn Humer:** Occasionally I may want to have some entertainment because there is an outside patio, but I can't foresee that being a regular occurrence.

**Ald. Lewis:** I was curious if you were going to go along with the theme and have Jazz?

**Dawn Humer:** The recorded music is going to be a compilation of Jazz, and different things that New Orleans offers, but mostly Jazz.

**Ald. Lewis:** No food.

**Dawn Humer:** We're going to have bar snacks.

**Ald. Lewis:** What time do you open?

**Dawn Humer:** We'll be opening at 4pm or 5pm in the evening.

**Chief Keegan:** Dawn has applied for a 2:00 a.m. late night permit, consistent with Dawn's Beach Hut.

Motion by Ald. Turner, second by Ald. Bancroft to approve a proposal for a Class C Liquor License for Dawn's VooDoo Room to be located at 214 W Main Street, St. Charles (former Acquaviva Winery).

**Roll Call:** Ayes: Bancroft, Gaugel, Bessner, Silkaitis, Payleitner, Lemke, Turner. Nays: Krieger, Lewis. Chrmn. Stellato did not vote as Chairman. **Motion Carried.**

## **5. Human Resources Department**

### **a. Recommendation to approve a proposal from Sikich, LLC to form a Compensation Analysis and Study.**

**Jennifer McMahon:** Included in the 2017 budget is \$30,000 to conduct a compensation study and analysis. The goals would be to evaluate our current compensation philosophy, which is 75<sup>th</sup> percentile of our comparable communities, evaluate our market place, identify best management practices in developing a compensation plan, establishing comparable criteria and moving employees through that plan, and then outlining action steps to implement any recommendations that a consultant would have to our current compensation plan.

We issued an RFP in June to 18 different firms and asked them to provide a not to exceed cost for this work. We had 6 firms submit a proposal to us. Our evaluation committee scored those proposals, based on that we asked 3 firms, to come in for interviews. Two of the firms performed well; we did reference checks, and contacted municipal organizations that did similar studies. We asked both those firms to revise their proposals because they were over our budgeted amount, and they did so. At this time we would be recommending Sikich in the amount of \$29,640. They met the RFP valuation criteria, they possess a good track record with the City having recently completed our strategic plan, and they have positive reference checks.

**Ald. Bessner:** Sikich has a very close relationship with the City. Are they really the one we should be looking at from a critical eye standpoint?

**Jennifer McMahon:** I think they are. They provided the proposal we felt was most thorough in terms of our RFP. They have the track record to do that. I've worked with them in the past on compensation. I was impressed with their understanding of the theory of compensation. I learned a lot from them and I think they would do a critical analysis.

**Ald. Bessner:** They do our audit, our strategic plan, now they're going to do HR. It's too much in my opinion.

**Ald. Gaugel:** You said it was initially over budget and they revised the proposal. Did they revise it because they reduced the scope of work, or did we give them a target for them to revise too?

**Jennifer McMahon:** I provided both firms, that we ended up doing reference checks on, with feedback on our budget constraints. Then we provided feedback on the scope of work. Sikich had included a lot of time doing a questionnaire with the employees that was about \$20,000 worth of work. We let them know that our focus was more to involve the City Council's perspective, and that we did a lot of work last year collecting employee perspectives and would provide that information to them. They provided revised proposals. Evergreen reduced the amount of onsite visits they would have, but Sikich took back the feedback related to the employee questionnaire and revised their work plan.

**Ald. Gaugel:** We're going to provide them with some data that they normally would have gathered themselves, which is what reduced the cost? It said not to exceed. Is the only way it wouldn't exceed the price is if we increased that scope of work, or for the price they quoted we will get a finished product as long as nothing changes? Is that a fair statement?

**Jennifer McMahon:** It is fair. If we were to somehow add to the scope as we were progressing along, that would necessitate coming back to City Council and asking for that authorization.

**Ald. Turner:** Regarding the optional job factor analysis. It states, please note this subject project work does not include a market analysis, salary and benefits study. Are we doing this internally, what does that mean?

**Jennifer McMahon:** We asked them about that. It's a full scale study, looking at market trends, and identifying all of our competitors private and public, also looking at total compensation, not just wages, and benefits package.

**Ald. Turner:** So this study is basically just wages.

**Jennifer McMahon:** Yes.

**Mark Koenen:** The reason I felt Sikich was the strongest firm was because they worked already in St. Charles and there is a linkage between the strategic plan and compensation. You are all a significant part of the compensation study, you will all be involved in some sort of meetings with Sikich and that's to understand what your goals and objectives are for the organization. Greg

Kuhn who was involved with the Strategic Plan, you all know, he has resigned from Sikich but will facilitate as a consultant. There is a unique team that will be working on the compensation piece.

Motion by Ald. Turner, second by Ald. Payleitner to approve a recommendation of a proposal from Sikich, LLC to form a Compensation Analysis and Study.

**Ald. Payleitner:** I have a question for Ald. Bancroft on his concerns. Are you worried that they will sway towards status quo? I'm wondering what the concern is?

**Ald. Bancroft:** My past experience has been that a compensation consultant is an independent consultant who is brought in for a specific task with one objective in mind. They do not have extrinsic business relationships with either the management team, in this case staff, or have other business eyes. It's purely an independence thing. Now we're bringing in a consultant who has 2, 3 other attachments to the City, other business interest to the City. I feel this was a comfortable choice.

**Ald. Payleitner:** Are you looking more at spreading the wealth?

**Ald. Bancroft:** Less worried about spreading the wealth more worried about the fact that I'd like to have somebody here who are professional, not that they're not, and who isn't thinking about next year's audit and the next 5-year strategic plan.

**Roll Call:** Ayes: Gaugel, Bessner, Silkaitis, Payleitner, Lemke, Turner, Krieger. Nays: Bancroft, Lewis. Chrmn. Stellato did not vote as Chairman. **Motion Carried.**

**7. Executive Session – None.**

- Personnel 5 ILCS 120/2(c)(2), 5 ILCS 120/2(c)(5)
- Pending Litigation 5 ILCS 120/2(c)(4)
- Probable or Imminent Litigation 5 ILCS 120/2(c)(4)
- Property Acquisition 5 ILCS 120/2(c)(3)
- Collective Bargaining 5 ILCS 120/2(c)(1)
- Review of Minutes of Executive Sessions 5 ILCS 120/2(c)(14)

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

**9. Adjournment**

Motion by Ald. Lemke, second by Ald. Turner to adjourn meeting at 7:20 p.m.

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

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