

**MINUTES**  
**THE CITY OF ST. CHARLES**  
**GOVERNMENT OPERATIONS COMMITTEE**  
**ALD. STEVE WEBER, CHAIR**  
**TUESDAY, JANUARY 16, 2024**  
**IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING**  
**CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET**

**1. Call to Order**

Chair Weber called the meeting to order at 7:20pm

**2. Roll Call**

Present: Ald. Silkaitis, Ald. Foulkes, Ald. Bongard, Ald. Muenz, Ald. Gehm, Ald. Pietryla, Ald. Wirball, Ald. Bessner

Absent: None

**3. Administrative - None**

**4. Omnibus Vote**

Items with an asterisk (\*) are 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.

**5. Economic Development**

**a. Presentation of draft Downtown Parking Study.**

Derek Conley gave an update on the completed draft Downtown Parking Study. The study includes a parking inventory, occupancy data, existing conditions report, public comments, public surveys, focus group comments, future development analysis, and recommendations. A Parking Study Open House for the public will be held on Tuesday, January 23. The consultant will be there to answer any questions.

Ald. Foulkes asked about the locations of possible shared privately-owned parking. Derek Conley said eleven locations were identified, seven on the west side, and four on the east side.

Ald. Pietryla asked if the City has had discussions with the private parking lot owners about leasing the lots. Derek Conley said he has discussed this possibility with some of the owners. Some are open to discussions, but there would be a lot of details to work out.

Ald. Pietryla asked if the parking survey for the public could be on the main page of the City website and social media to increase participation. Derek Conley said he could do that.

Ald. Muenz asked if there would be an intergovernmental agreement to allow public parking in library & school district parking lots.

Derek Conley said there would need to be a formal agreement if utilizing those parking lots who are not patrons of those establishments.

Ald. Lencioni asked what the outcome of the recommendations of the draft study would be.

Derek Conley explained the study is in an engagement phase and still gathering information from the community. The public survey is not attended to make dramatic changes to the Downtown Parking Study. The information will be given to Council so they will know what the community thinks would be the most impactful. The recommendations would be a phase plan that could potentially start this year, but others would be a few years down the road. The future development will require the City to implement some of the recommendations immediately.

Ald. Wirball asked how to encourage residents and businesses to utilize public parking lots that are on the outskirts of downtown.

Derek Coley said one of the recommendations is to improve alternative transportation options, which is part of the City's Pedestrian Bike Plan.

Ald. Wirball stated on street parking needs to remain the same until solid alternatives are in place.

Ald. Bessner asked what would be involved in enforcing stricter monitoring of parking lots that have time limits.

Derek Conley explained the City wants to be welcoming to downtown visitors and does not want to issue parking tickets. He said an effective enforcement option would be an automatic license plate recognition technology that could be attached to police vehicles.

Ald. Bongard asked how many people took the survey and what percentage of those lived in St. Charles.

Derek Conley said 390 participated and did not know the percentage off hand but would share that information.

Ald. Bongard stated he appreciated the study but would like to see a parking projection and more concrete information.

Ald. Muenz briefly mentioned the option of businesses providing shuttle services to parking.

Ald. Wirball stated you cannot force people to take shuttles and would like to obtain as much on and off-street parking in the core of downtown. He doesn't feel anyone would want to take a shuttle from the downtown area to any of the outlying parking lots.

Ald. Foulkes asked about the possibility of a phone app that would display the number of parking spaces available in the downtown parking garages.

Derek Conley said the app could be an option for the 5-level parking deck to start and could expand to other parking areas if found effective.

Ald. Lencioni stated that traffic and behavior patterns need to be changed in order for more people to feel comfortable utilizing the fifth floor of the parking garage because there are many under-utilized available spots there.

Ald. Pietryla asked if meter parking was successful in other municipalities that are similar in size.

Derek Conley said meter parking is successful for parking turnover but would result in a lot of complaints.

Chair Weber and Ald. Bongard stated they would like to have more discussions about the data received from the Parking Study Open House and community survey.

Derek Conley explained the information from the open house and public survey could be discussed as early as the February Planning and Development Meeting.

## **6. Information Systems**

### **a. Review draft design of new City website (information only).**

Penny Nicor presented information on the draft design of the new City website via PowerPoint presentation. The presentation described Phase 1, which involves the consolidation and replacement of the websites, initiating online forms, and improving communication capabilities.

Chair Weber asked where the location of new business information would be on the new website.

Penny Nicor explained the new business information would be located under the Economic Development tab. She noted this could be changed based on feedback from staff and Council.

Ald. Pietryla suggested the ability to be able to download events to a personal calendar would be a nice feature. He also would like to see the use of more photos rather than a lot of text.

Ald. Wirball asked where the public meetings information is located.

Penny Nicor explained the public meetings are located on the City calendar with agendas, minutes and Zoom links. It is similar to what is on the current website. She noted that Phase 2 will include more public meeting features.

City Administrator Heather McGuire briefly explained the City of Naperville uses the same platform. The website has the ability to direct you to a specific portion of a City Council video recording by simply selecting an item on the agenda. She suggested visiting their website to see this function.

Ald. Bessner asked how often would the new website be updated.

Penny Nicor stated that one of the top tasks is transparency. The website will have an open data portal. The information will be in real time or updated nightly.

Ald. Lencioni expressed the importance of having public meetings, events and notices easily accessible. He also noted the use of artificial intelligence would be beneficial.

Penny Nicor explained the communications platform would include the ability to subscribe to different topics, such as meetings and events.

Ald. Silkaitis asked if there would be the option to submit a building permit online.

Penny Nicor explained this would be a separate but related project. Submitting permits and paying the fees associated with them online are in the foreseeable future.

Ald. Muenz asked if the website will rely on staff to appropriately tag items for accurate search criteria and if there will be ongoing training for this.

Penny Nicor explained she receives lists of on-going training on a monthly basis from Granicus that is included in the City's subscription that can be utilized by staff.

a. **Recommendation to approve a Resolution Authorizing the Purchase of Panasonic Toughbook laptops from CDS Office Technologies for \$87,250.**

Larry Gunderson presented information to purchase 25 Toughbook laptops to replace the 6-year old laptops that are in the police squad cars. He explained the Toughbooks are made to be more resilient than a regular laptop. They are the standard for many police and law enforcement agencies around the county.

Chair Weber asked what the time frame would be for the next replacement. Larry Gunderson explained the life expectancy of these laptops are around 5 years.

Ald. Lencioni asked the reason for being slightly over the \$80,000 budget. Larry Gunderson explained the budgeted amount was more of an estimate. He will be using the reserve from the existing equipment replacement fund that was already budgeted.

Ald. Silkaitis asked what would be done with the old equipment and memory. Larry Gunderson explained there is an ordinance for the equipment to be recycled. There is a process that makes them unreadable and unusable by using specifications from the Department of Defense.

Motion by Ald. Bongard, second by Ald. Pietryla to approve a Resolution Authorizing the Purchase of Panasonic Toughbook laptops from CDS Office Technologies for \$87,250.

**Roll Call Vote:** Ayes: Ald. Silkaitis, Ald. Foulkes, Ald. Bongard, Ald. Muenz, Ald. Gehm, Ald. Pietryla, Ald. Wirball, Ald. Bessner. Nays: None. Ald. Weber did not vote as Chair. **Motion Carried**

**7. Police Department**

a. Recommendation to Approve a Resolution for a Lease License Agreement with the Kane County State's Attorney's Office for Digital Forensic Services and Use of the St. Charles Police Department's Digital Laboratory and Associated Office Space.

This item was removed from the agenda at the request of Chief Jim Keegan.

b. Recommendation to approve a Resolution Requesting a Closure of Routes 64 and 31 for the St. Patrick's Day Parade.

Chief Keegan explained this is a repeat event with no changes taking place on Saturday, March 9, 2024.

Motion by Ald. Lencioni, second by Pietryla to approve a Resolution Requesting a Closure of Routes 64 and 31 for the St. Patrick's Day Parade.

**Voice Vote Unanimous**  
**Motion Carried**

**5. No Public Comment**

**6. Additional Items from Mayor, Council or Staff**

Ald. Foulkes commented on the wonderful job Public Works Director Peter Suhr and his staff had done with keeping the streets clear after the recent snow fall, bitter cold, and windy weather conditions.

**7. Executive Session**

- Personnel – 5 ILCS 120/2(c)(1)
- Pending, 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)

**8. Adjournment**

Motion by Ald. Wirball, second by Ald. Gehm to adjourn the meeting at 8:37 pm.

**Voice Vote:** Ayes: Ald. Silkaitis, Ald. Foulkes, Ald. Bongard, Ald. Muenz, Ald. Lencioni, Ald. Pietryla, Ald. Wirball, Ald. Bessner. Nays: None. Absent: None. Ald. Weber did not vote as Chair. **Motioned 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](mailto: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).