

AGENDA
THE CITY OF ST. CHARLES
GOVERNMENT OPERATIONS COMMITTEE
ALD. RON SILKAITIS, CHAIR
MONDAY, APRIL 17, 2023
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET

1. Call to Order

2. Roll Call

3. Administrative

- a. Video Gaming Statistics March 2023 – 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 requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.

5. Police Department

- a. Recommendation to approve a proposal for a B-1 liquor license application for Dave's Burritos, located at 3677 E Main Street.
- b. Recommendation to approve a proposal for a massage license application for Zeal Spa Corporation, located at 2015 Dean Street.
- c. Recommendation to approve an **Ordinance** Amending Title 5 "Business Licenses and Regulations," Section 5.08 "Alcoholic Beverages," Chapter 5.08.95 "Late Night Permit," and Chapter 5.08.140 "License-Renewal Deadline," of the St. Charles Municipal Code.

6. Information Systems

- a. Recommendation to approve a **Resolution** Authorizing an Agreement with Granicus to Provide Digital Government Software for a Not-to-Exceed Cost of \$67,146.
- b. Recommendation to approve a **Resolution** purchase of Microsoft Exchange software licensing from Dell Marketing LP in the amount of \$45,320.

7. Finance Department

- a. Recommendation to Approve a Service Agreement with the St. Charles Business Alliance in the Amount of \$698,600 for Fiscal Year 2023-2024.
- b. Recommendation to Approve the Service Agreement with the St. Charles History Museum for FY 2023-2024 in the amount of \$50,000.
- c. Recommendation to approve an **Ordinance** Amending Title 13, “Public Utilities,” Chapter 13.16, “Water,” of the St. Charles Municipal Code to Allow for Changes in the Rate Structure for the Water Utility.
- d. Recommendation to approve an **Ordinance** Amending Title 13, “Public Utilities,” Chapter 13.12 “Sewer,” of the St. Charles Municipal Code to Allow for Changes in the Rate Structure for the Sewer Utility.
- *e. Budget Revisions March 2023.

8. City Administration

- a. Recommendation to approve a **Resolution** in Support of Tax Increment Financing.
- b. Recommendation to approve an **Ordinance** Amending Ordinance No. 2022-M-17 with Regard to the Deferred Imposition of a Municipal Push Tax on Plays of Video Gaming Terminals.

6. Public Comment

7. Additional Items from Mayor, Council or Staff


8. 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)

9. Adjournment

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).

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 3a
	Title:	Video Gaming Statistics March 2023 – Information Only	
	Presenter:	Chief of Police, Jim Keegan	
Meeting: Government Operations Committee		Date: March 20, 2023	
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>Video gaming statistics as of March 2023, including businesses that have been approved by the State and St. Charles Police Department staff, businesses waiting for State approval, Illinois Gaming Board Video Gaming Report February 2012 – March 2023, and Illinois Gaming Board Video Gaming Report March 2023.</p>			
Attachments (please list):			
<p>Table - Currently licensed establishments/Pending applicants Illinois Gaming Board Video Gaming Report February 2023 Illinois Gaming Board Video Gaming Report February 2012- February 2023</p>			
Recommendation/Suggested Action (briefly explain):			
None – Information Only			

City of St. Charles

Video Gaming Statistics

March 2023

Pending Establishments –

1. 222 Hospitality	Whiskey Bend	222 W Main St	St. Charles
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Licensed Establishments

1. ALEXANDER'S CAFE 64, INC.	Alexanders Cafe	1650 W. Main Street	St. Charles
2. ALIBI BAR & GRILL LTD.	ALIBI BAR & GRILL LTD.	12 N. 3rd Street	St. Charles
3. Alley 64, INC.	Alley 64	212 W. Main Street	St. Charles
4. BK & MM VENTURES LLC	ROOKIES 1, ALL-AMERICAN PUB	1545 W. Main Street	St. Charles
5. BRANDON WAYNE ENTERPRISES LLC	THE LEWIS	106 E MAIN ST	St. Charles
6. C&A Management Group LLC	Flagship on The Fox	100 S Riverside Ave.	St. Charles
7. CHARLIE FOX'S PIZZERIA & EATERY LLC	CHARLIE FOX'S PIZZERIA & EATERY	3341 W MAIN #7	St. Charles
8. Chums Shrimp Shack LLC	Chums Shrimp Shack	2115 W Main St	St. Charles
9. CMB STC LLC	The Hive Tavern and Eatery	204 W Main St	St. Charles
10. CRAZY FOX, LLC	THE CRAZY FOX BAR & GRILLE	104 E Main St	St. Charles
11. EL ELLE SEA, LLC	BOGART'S BAR	219 W. MAIN STREET	St. Charles
12. H & C HOSPITALITY, LLC	The Office Dining & Spirits	201 E Main St	St. Charles
13. HEALTH NUTS, LTD.	THE FILLING STATION	300 W. MAIN ST.	St. Charles
14. Jay's & N Inc.	Throwbacks Sports Bar	1890 W. Main Street	St. Charles
15. L. A. MANSON CORPORATION	ST. CHARLES BOWL	2520 W Main St	St. Charles
16. MARK VII HOSPITALITY LIMITED	Second Street Tavern	221 S. 2nd Street	St. Charles
17. NLHM Inc.	Brown's Chicken	1910 Lincoln Highway	St. Charles
18. Northwoods Pub & Grill Inc.	The Evergreen Pub & Grill	1400 W Main St	St. Charles
19. Onesti Entertainment Corporation	Arcada Theatre	105 E Main St	St. Charles
20. Riverside Pizza, Inc.	Riverside Pizza & Pub	102 E Main St	St. Charles
21. SAINT CHARLES SPORTS, LLC	SPOTTED FOX ALE HOUSE	3615 E. MAIN ST	St. Charles
22. SALERNO AND SONS, INC.	SALERNO'S ON THE FOX	320 N 2ND ST	St. Charles
23. SCMC ENTERPRISES, INC.	R HOUSE	214 W. Main St.	St. Charles
24. TAP HOUSE GRILL ST. CHARLES, LLC	Tap House Grill	3341 W MAIN ST	St. Charles
25. YUMMY PLACE BURRITO LOS ASADEROS INC.	BURRITO LOS ASADEROS INC.	2400 E. MAIN STREET	ST. Charles
26. St. Charles Lodge No. 1368, Loyal Order of Moose	St Charles Moose Lodge 1368	2250 W Rt 38	St. Charles

**ILLINOIS GAMING BOARD
VIDEO GAMING REPORT**

4/13/2023

10:59 am

St. Charles

January 2012 - March 2023

Municipality	Establishment	License Number	VGT Count	VGT Wagering Activity			VGT Income			VGT Tax Distribution		
				Amount Played	Amount Won	Net Wagering Activity	Funds In	Funds Out	Net Terminal Income	NTI Tax	State Share	Municipality Share
St. Charles	A'Salute' Inc.	160702452	5	\$2,091,601.88	\$1,923,949.67	\$167,652.21	\$577,279.00	\$409,626.79	\$167,652.21	\$50,296.35	\$41,913.65	\$8,382.70
St. Charles	ALIBI BAR & GRILL LTD.	150704430	5	\$448,186.83	\$410,300.14	\$37,886.69	\$160,719.00	\$122,831.26	\$37,887.74	\$11,705.71	\$9,819.24	\$1,886.47
St. Charles	Alley 64, INC.	160702383	6	\$44,705,131.80	\$41,320,681.76	\$3,384,450.04	\$14,891,297.00	\$11,506,772.31	\$3,384,524.69	\$1,098,694.16	\$929,467.72	\$169,226.44
St. Charles	BK & MM VENTURES LLC	160702415	6	\$34,582,840.23	\$31,812,141.39	\$2,770,698.84	\$10,333,410.00	\$7,562,562.28	\$2,770,847.72	\$898,391.81	\$759,849.14	\$138,542.67
St. Charles	BRANDON WAYNE ENTERPRISES LLC	220701804	4	\$134,958.53	\$125,750.89	\$9,207.64	\$55,491.00	\$46,283.36	\$9,207.64	\$3,130.61	\$2,670.23	\$460.38
St. Charles	C&A Management Group LLC	200702748	6	\$6,910,657.84	\$6,342,955.53	\$567,702.31	\$2,466,305.00	\$1,898,602.69	\$567,702.31	\$193,018.89	\$164,633.77	\$28,385.12
St. Charles	CHARLIE FOX'S PIZZERIA & EATERY LLC	200701085	4	\$578,639.52	\$522,487.28	\$56,152.24	\$199,714.00	\$143,561.48	\$56,152.52	\$19,092.19	\$16,284.53	\$2,807.66
St. Charles	Chums Shrimp Shack LLC	220700319	3	\$235,761.51	\$217,187.58	\$18,573.93	\$91,386.00	\$72,812.07	\$18,573.93	\$6,315.20	\$5,386.51	\$928.69
St. Charles	CMB STC LLC	220700705	6	\$1,925,743.22	\$1,762,915.57	\$162,827.65	\$698,721.00	\$535,893.35	\$162,827.65	\$55,361.55	\$47,220.13	\$8,141.42
St. Charles	CRAZY FOX, LLC	170701805	6	\$9,826,874.69	\$8,948,713.73	\$878,160.96	\$3,074,126.00	\$2,195,964.22	\$878,161.78	\$293,027.28	\$249,119.05	\$43,908.23
St. Charles	DAWN'S CAFE, LTD.	160702454	2	\$971,673.92	\$891,880.95	\$79,792.97	\$314,384.00	\$234,589.68	\$79,794.32	\$24,302.84	\$20,313.09	\$3,989.75
St. Charles	DAWN'S VOODOO ROOM, LTD.	170702226	3	\$131,639.05	\$114,092.97	\$17,546.08	\$48,098.00	\$30,551.92	\$17,546.08	\$5,263.94	\$4,386.62	\$877.32
St. Charles	EL ELLE SEA, LLC	210701595	6	\$6,447,590.05	\$5,876,696.97	\$570,893.08	\$2,069,566.00	\$1,498,651.07	\$570,914.93	\$194,111.27	\$165,565.48	\$28,545.79
St. Charles	GOLREN ENTERPRISES, INC.	160703386	5	\$2,363,441.27	\$2,169,177.13	\$194,264.14	\$822,559.00	\$628,294.86	\$194,264.14	\$58,279.92	\$48,566.66	\$9,713.26
St. Charles	H & C HOSPITALITY, LLC	210703536	6	\$1,312,406.46	\$1,178,760.34	\$133,646.12	\$379,698.00	\$246,051.88	\$133,646.12	\$45,439.86	\$38,757.52	\$6,682.34
St. Charles	HDF Entertainment, LLC	180702511	5	\$2,024,379.17	\$1,843,635.36	\$180,743.81	\$702,564.00	\$521,820.19	\$180,743.81	\$59,890.90	\$50,853.73	\$9,037.17
St. Charles	HEALTH NUTS, LTD.	180702391	5	\$7,775,693.58	\$7,063,974.77	\$711,718.81	\$2,725,744.00	\$2,014,025.19	\$711,718.81	\$238,181.46	\$202,595.32	\$35,586.14
St. Charles	Jay's & N Inc.	190704088	6	\$8,411,650.15	\$7,726,382.97	\$685,267.18	\$2,407,093.00	\$1,721,825.74	\$685,267.26	\$232,991.45	\$198,727.98	\$34,263.47
St. Charles	KILLOUGH LLC	160702650	4	\$323,128.13	\$297,527.05	\$25,601.08	\$127,669.00	\$102,067.92	\$25,601.08	\$7,680.48	\$6,400.40	\$1,280.08
St. Charles	L. A. MANSON CORPORATION	160703156	6	\$11,809,133.49	\$10,732,161.93	\$1,076,971.56	\$3,725,971.00	\$2,648,999.44	\$1,076,971.56	\$351,789.52	\$297,940.65	\$53,848.87
St. Charles	MARK VII HOSPITALITY LIMITED	170702225	6	\$34,263,902.74	\$31,489,280.20	\$2,774,622.54	\$9,810,872.00	\$7,036,222.96	\$2,774,649.04	\$915,087.15	\$776,354.47	\$138,732.68
St. Charles	NLHM Inc.	160702847	6	\$8,213,985.15	\$7,491,604.07	\$722,381.08	\$2,308,232.00	\$1,585,831.35	\$722,400.65	\$237,098.47	\$200,978.24	\$36,120.23
St. Charles	Northwoods Pub & Grill Inc.	160702493	5	\$27,728,140.36	\$25,298,792.21	\$2,429,348.15	\$9,183,380.00	\$6,754,031.85	\$2,429,348.15	\$787,879.12	\$666,411.50	\$121,467.62
St. Charles	Nuova Italia West Corp.	220702157	6	\$46,521.08	\$41,568.42	\$4,952.66	\$15,791.00	\$10,837.44	\$4,953.56	\$1,684.21	\$1,436.53	\$247.68
St. Charles	Onesti Entertainment Corporation	160703007	6	\$1,795,114.38	\$1,674,279.14	\$120,835.24	\$589,959.00	\$469,090.11	\$120,868.89	\$41,095.64	\$35,052.19	\$6,043.45
St. Charles	Panman, LLC	160703257	5	\$20,167.79	\$17,246.68	\$2,921.11	\$8,129.00	\$5,207.89	\$2,921.11	\$876.43	\$730.36	\$146.07
St. Charles	Pub 47 St Charles Inc.	180700422	5	\$451,127.23	\$407,893.79	\$43,233.44	\$150,077.00	\$106,843.56	\$43,233.44	\$12,970.29	\$10,808.58	\$2,161.71
St. Charles	Ram Restaurant Group Inc.,	180700820	5	\$332,529.45	\$302,216.78	\$30,312.67	\$121,311.00	\$90,998.02	\$30,312.98	\$9,094.21	\$7,578.51	\$1,515.70
St. Charles	Riverside Pizza, Inc.	160702553	5	\$19,353,802.40	\$17,699,248.21	\$1,654,554.19	\$6,203,147.00	\$4,548,305.88	\$1,654,841.12	\$544,851.29	\$462,109.16	\$82,742.13
St. Charles	SAINT CHARLES SPORTS, LLC	160702605	5	\$20,795,063.66	\$19,070,598.54	\$1,724,465.12	\$6,185,258.00	\$4,460,791.82	\$1,724,466.18	\$561,390.06	\$475,166.59	\$86,223.47
St. Charles	SALERNO AND SONS, INC.	200701673	3	\$774,029.17	\$701,932.32	\$72,096.85	\$243,230.00	\$171,133.15	\$72,096.85	\$24,513.07	\$20,908.21	\$3,604.86
St. Charles	SCMC ENTERPRISES, INC.	190702660	5	\$484,256.48	\$438,577.82	\$45,678.66	\$196,303.00	\$150,624.04	\$45,678.96	\$15,520.10	\$13,236.12	\$2,283.98
St. Charles	St. Charles Lodge No. 1368, Loyal Order of Moose	160802392	6	\$9,996,315.79	\$9,074,856.91	\$921,458.88	\$3,423,230.00	\$2,501,770.77	\$921,459.23	\$293,583.26	\$247,509.96	\$46,073.30
St. Charles	TAP HOUSE GRILL ST. CHARLES, LLC	170702248	6	\$15,947,154.28	\$14,715,179.30	\$1,231,974.98	\$5,009,147.00	\$3,777,169.09	\$1,231,977.91	\$409,725.40	\$348,126.23	\$61,599.17
St. Charles	YUMMY PLACE BURRITO LOS ASADEROS INC.	190700390	5	\$3,129,376.32	\$2,850,364.27	\$279,012.05	\$882,963.00	\$603,950.95	\$279,012.05	\$94,864.58	\$80,913.93	\$13,950.65
REPORT TOTAL:		35 Establishments	178	\$286,342,617.60	\$262,555,012.64	\$23,787,604.96	\$90,202,823.00	\$66,414,596.58	\$23,788,226.42	\$7,797,198.67	\$6,607,792.00	\$1,189,406.67

**ILLINOIS GAMING BOARD
VIDEO GAMING REPORT**


St. Charles

March 2023

4/13/2023

10:59 am

Municipality	Establishment	License Number	VGT Count	VGT Wagering Activity			VGT Income			VGT Tax Distribution		
				Amount Played	Amount Won	Net Wagering Activity	Funds In	Funds Out	Net Terminal Income	NTI Tax	State Share	Municipality Share
St. Charles	Alley 64, INC.	160702383	6	\$617,370.37	\$567,042.87	\$50,327.50	\$214,681.00	\$164,353.50	\$50,327.50	\$17,111.33	\$14,594.96	\$2,516.37
St. Charles	BK & MM VENTURES LLC	160702415	6	\$622,495.05	\$561,008.25	\$61,486.80	\$195,962.00	\$134,486.36	\$61,475.64	\$20,901.70	\$17,827.93	\$3,073.77
St. Charles	BRANDON WAYNE ENTERPRISES LLC	220701804	4	\$33,734.15	\$35,868.03	(\$2,133.88)	\$12,710.00	\$14,843.88	(\$2,133.88)	(\$725.52)	(\$618.82)	(\$106.70)
St. Charles	C&A Management Group LLC	200702748	6	\$402,087.38	\$363,421.99	\$38,665.39	\$153,984.00	\$115,318.61	\$38,665.39	\$13,146.29	\$11,213.01	\$1,933.28
St. Charles	CHARLIE FOX'S PIZZERIA & EATERY LLC	200701085	4	\$33,133.26	\$29,240.76	\$3,892.50	\$12,550.00	\$8,657.50	\$3,892.50	\$1,323.49	\$1,128.86	\$194.63
St. Charles	Chums Shrimp Shack LLC	220700319	3	\$77,193.23	\$68,292.12	\$8,901.11	\$30,306.00	\$21,404.89	\$8,901.11	\$3,026.42	\$2,581.36	\$445.06
St. Charles	CMB STC LLC	220700705	6	\$262,602.65	\$235,332.54	\$27,270.11	\$96,643.00	\$69,373.36	\$27,269.64	\$9,271.71	\$7,908.22	\$1,363.49
St. Charles	CRAZY FOX, LLC	170701805	6	\$208,145.86	\$181,472.76	\$26,673.10	\$71,402.00	\$44,728.34	\$26,673.66	\$9,069.05	\$7,735.37	\$1,333.68
St. Charles	EL ELLE SEA, LLC	210701595	6	\$451,711.88	\$414,381.65	\$37,330.23	\$157,042.00	\$119,711.77	\$37,330.23	\$12,692.29	\$10,825.77	\$1,866.52
St. Charles	H & C HOSPITALITY, LLC	210703536	6	\$220,090.19	\$196,347.26	\$23,742.93	\$56,381.00	\$32,638.07	\$23,742.93	\$8,072.65	\$6,885.50	\$1,187.15
St. Charles	HEALTH NUTS, LTD.	180702391	5	\$265,103.45	\$242,458.80	\$22,644.65	\$93,765.00	\$71,120.35	\$22,644.65	\$7,699.17	\$6,566.94	\$1,132.23
St. Charles	Jay's & N Inc.	190704088	6	\$319,946.00	\$287,347.44	\$32,598.56	\$91,673.00	\$59,074.36	\$32,598.64	\$11,083.56	\$9,453.62	\$1,629.94
St. Charles	L. A. MANSON CORPORATION	160703156	6	\$365,676.14	\$338,185.79	\$27,490.35	\$115,347.00	\$87,857.30	\$27,489.70	\$9,346.53	\$7,972.04	\$1,374.49
St. Charles	MARK VII HOSPITALITY LIMITED	170702225	6	\$642,422.95	\$589,267.93	\$53,155.02	\$177,521.00	\$124,365.98	\$53,155.02	\$18,072.76	\$15,415.00	\$2,657.76
St. Charles	NLHM Inc.	160702847	6	\$186,998.32	\$166,746.31	\$20,252.01	\$55,146.00	\$34,893.99	\$20,252.01	\$6,885.66	\$5,873.07	\$1,012.59
St. Charles	Northwoods Pub & Grill Inc.	160702493	5	\$351,649.40	\$318,484.06	\$33,165.34	\$128,014.00	\$94,848.66	\$33,165.34	\$11,276.20	\$9,617.94	\$1,658.26
St. Charles	Nuova Italia West Corp.	220702157	6	\$46,521.08	\$41,568.42	\$4,952.66	\$15,791.00	\$10,837.44	\$4,953.56	\$1,684.21	\$1,436.53	\$247.68
St. Charles	Onesti Entertainment Corporation	160703007	6	\$144,262.98	\$131,404.22	\$12,858.76	\$59,624.00	\$46,765.50	\$12,858.50	\$4,371.90	\$3,728.97	\$642.93
St. Charles	Riverside Pizza, Inc.	160702553	5	\$511,808.45	\$469,278.44	\$42,530.01	\$151,475.00	\$108,944.99	\$42,530.01	\$14,460.26	\$12,333.75	\$2,126.51
St. Charles	SAINT CHARLES SPORTS, LLC	160702605	5	\$359,093.44	\$326,346.01	\$32,747.43	\$113,702.00	\$80,954.57	\$32,747.43	\$11,134.18	\$9,496.80	\$1,637.38
St. Charles	SALERNO AND SONS, INC.	200701673	3	\$30,444.93	\$26,824.57	\$3,620.36	\$11,861.00	\$8,240.83	\$3,620.17	\$1,230.87	\$1,049.86	\$181.01
St. Charles	SCMC ENTERPRISES, INC.	190702660	3	\$28,186.71	\$26,107.60	\$2,079.11	\$12,580.00	\$10,500.59	\$2,079.41	\$707.00	\$603.03	\$103.97
St. Charles	St. Charles Lodge No. 1368, Loyal Order of Moose	160802392	6	\$147,328.22	\$135,639.39	\$11,688.83	\$53,612.00	\$41,922.92	\$11,689.08	\$3,974.37	\$3,389.90	\$584.47
St. Charles	TAP HOUSE GRILL ST. CHARLES, LLC	170702248	6	\$399,541.55	\$357,714.60	\$41,826.95	\$133,521.00	\$91,693.45	\$41,827.55	\$14,221.38	\$12,130.00	\$2,091.38
St. Charles	YUMMY PLACE BURRITO LOS ASADEROS INC.	190700390	5	\$119,461.69	\$105,737.53	\$13,724.16	\$34,113.00	\$20,389.04	\$13,723.96	\$4,666.18	\$3,979.98	\$686.20
REPORT TOTAL:		25 Establishments	132	\$6,847,009.33	\$6,215,519.34	\$631,489.99	\$2,249,406.00	\$1,617,926.25	\$631,479.75	\$214,703.64	\$183,129.59	\$31,574.05

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5a
	Title:	Recommendation to approve a Proposal for a B-1 Liquor License Application for Dave's Burritos, Located at 3677 E. Main St., St. Charles.	
Presenter:	Police Chief Keegan		
Meeting: Government Operation Committee		Date: April 17, 2023	
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
TIF District: Choose an item.			
Executive Summary (if not budgeted, please explain):			
<p>Dave's Burritos, located at 3677 E. Main St., is requesting approval of a B-1 liquor license application for their business.</p> <p>This item will be discussed by the Liquor Control Commission at 4:30 pm on Monday, April 17, 2023 before consideration by this committee. A final vote will be taken during the May 1, 2023, City Council meeting.</p>			
Attachments (please list):			
Memos, Liquor License Application, Business Plan, Floor Plan, Site Plan, BASSET			
Recommendation/Suggested Action (briefly explain):			
Recommendation to approve a proposal for a B-1 Liquor License application for Dave's Burritos located at 3677 E. Main St., St. Charles.			



Memo

Date: 4/14/2023

To: Lora Vitek, Mayor-Liquor Commissioner

From: James Keegan, Chief of Police

Re: Background Investigation-Liquor Establishment (Dave's Burritos)

The purpose of this memorandum is to document and forward to your attention the results of the background investigation conducted by members of the St. Charles Police Department concerning the above mentioned establishment.

As is customary procedure, a detective was assigned this investigation and reviewed both the site location/floor plans and the corresponding application material.

We found nothing of a derogatory nature that would preclude either the site location or the applicant from moving forward with on-site consumption and sales, subject to City Council approval.

Thank you in advance for your consideration in this matter.

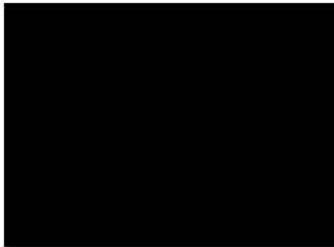


Memo

Date: 04/14/2023
To: Chief James Keegan
From: Detective J. Dony #376 DL*340
Re: Liquor License Background, Daves Burritos

The purpose of this memo is to outline steps taken during the background investigation for a liquor license application. This investigation was done based on the application submitted for Class B-1 for the business, Daves Burritos. This business is located at 3677 E Main St. St. Charles 60174.

Applicant:



Application:

The application was received on or around 03/24//2023. The application appears to be complete including a signed lease, Certificate of Insurance, a floor plan, and business plan.

Yan David Barrios holds a valid BASSET Certification which is included in the application.

Records Checks:

Yan David Barrios was fingerprinted on 02/06/2023. Responses from both the FBI and Illinois Bureau of Identification show nothing that would cause the license to be denied.

A check of St. Charles and Kane County records showed no contacts that would preclude him from obtaining a liquor license from the city.

Yan David Barrios currently resides in Naperville, IL. Records from Naperville Police Department showed no contacts that would preclude him from obtaining a liquor license from the city.



A check of the Illinois Liquor Control Commission showed (0) active license for Daves Burritos. Daves Burritos had no records of license revocations.

A check of TLO and I-Clear (law enforcement databases) showed no concerning information that would prevent Yan David Barrios from obtaining a liquor license.

A check of the Illinois Secretary of State showed Daves Burritos to be in good standing.

INTERVIEW WITH APPLICANT/SITE VISIT:

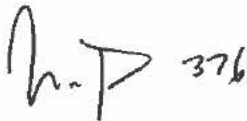
On 04/12/2023 at approximately 11:30 am, I met with Yan David Barrios at his restaurant, Daves Burritos. His identification was verified by his Illinois Driver's License which contained his current home addresses listed in the application.

I asked Yan David Barrios why he decided to start serving alcohol at his current business in St. Charles.

Yan David Barrios explained that he has been in the restaurant business for many years. Yan David Barrios wants to offer approximately (6) beer selections to his customers. He plans to build a serving area behind the register which will house his alcohol selections. These beverages will be offered to compliment meals and are not meant to be served independently. The restaurant hours are as follows: Monday-Saturday 10:00AM – 9:00PM, Sunday 11:00AM – 8:00PM. Yan David Barrios will only be selling alcohol during his current hours of operation and will not extend his current open time. Yan David Barrios has no liquor inventory at this time and does not expect to start offering alcoholic beverages to his customers until his liquor license application is approved. There will be no live music of any kind at this location. I found the business lay out to be very similar to the floor plan provided with the application.

This concludes this background investigation.

Detective J. Dony #376

Handwritten signature of Detective J. Dony #376. The signature is written in black ink and consists of a stylized 'J' followed by 'Dony' and the number '376'.

2-74-2023

City of St. Charles, Illinois Liquor Control Commission
CITY RETAIL LIQUOR DEALER LICENSE APPLICATION



Incomplete applications will not be accepted.

Applications may be submitted to: 2 E. Main Street, St. Charles, IL 60174-1984

Business Name Dallas Burritos

APPLICATION CHECKLIST

Check items to confirm all are attached to this application	Applicant	Office Use
Application Fee of \$200 (5.08.070C) non-refundable <small>Non-refundable</small>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Completed Application for all questions applicable to your business.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Lease/Proof of Ownership	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Dram Shop Insurance or a letter from insurance agent with a proposed quote.	<input type="checkbox"/>	<input checked="" type="checkbox"/> <i>quote</i>
Copy of Articles of Corporation, if applicable.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Completed B.A.S.S.E.T. (Beverage Alcohol Sellers & Servers Training) form – filled out for all employees. A copy of the B.A.S.S.E.T. certificate is only needed for each manager. It is the business establishment's responsibility to keep copies of all B.A.S.S.E.T. certificates on file for all of their employees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Site Plan for Establishment (Drawn to scale including the parking lot, patio and/or deck, outdoor seating).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Floor Plan for Establishment (Drawn to scale and must include the layout of the establishment with tables, chairs, aisles, displays, cash register, bar, and lounge area with dimensions, percentage, and square footage noted for each space). Be sure to also include all fixed objects, such as pool tables, bar stools, vending/amusement machines; as well as all exits.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Business Plan, to include: Hours of Operation Copy of Menu Whether or not live music will be played at this establishment Will there be outdoor seating and/or outdoor designated smoking area Do not include a marketing or financial plan with this business plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are any building alterations planned for this site? If not sure, please contact Building & Code Enforcement at 630.377.4406 and/or Fire Prevention Bureau at 630.377.4458 to discuss whether or not a walk-thru and/or permit are necessary.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All managers have been fingerprinted who are employed by your establishment. When new management is hired, it is imperative you contact the Mayor's office to be fingerprinted so the City's business files are appropriately updated.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alcohol Tax Acknowledgement and Business Information Sheet	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OFFICIAL USE ONLY

Signature of Investigating Officer

[Handwritten Signature]

Badge Number & Rank DETECTIVE # 376

Approval Recommended*

Approval NOT Recommended

Signature of Chief of Police

[Handwritten Signature]

Date

4-14-23

*ISSUANCE OF THIS LICENSE IS CONTINGENT ON MEETING ALL REQUIRED BUILDING AND FIRE DEPARTMENT REQUIREMENTS.

Date Application Received: 3-24-2023

LICENSE INFORMATION:

A Package \$3200-3600 A1 A2 A4 A5 A6
 B Restaurant \$2400-3600 B1 B2 B3 Late Night Permit 1:00am \$800 (B/C only)
 C Tavern \$2400-3600 C1 C2 C1 Late Night Permit 2:00am \$2300 (B/C only)
 D Hotel/Banquet/Arcada/Q-Center/Entertainment/Club - \$varies **D-Type** _____
 G Brewery/Restaurant or Site License - \$varies G1 G2
 H Catering License - \$varies H1 H2

**Initial Liquor License fees for A, B, C, D, G are reduced by 50% for annual renewals and licenses issued after Nov 1.
 Licenses are valid until April 30 following issuance and a renewal application is required for the next year (May 1-April 30) (5.08.040)

APPLICANT INFORMATION

1. Type of Business: Individual Partnership Corporation Other (explain):

2. Business Name: Daves Burritos

3. Business Address: 3677 E Main st St. Charles 60174

4. Type of Business (5.08.070-3): <u>S CORP</u>	5. Length of Time in this Business (5.08.070-4): <u>09/2014</u>	6. Value of merchandise that normally will be in inventory when in operation (5.08.070-5): <u>\$ 2,500</u>	
7. Business Phone: <u>630-513-1760</u>	8. Business E-mail: <u>Dyyserv</u>	9. Business Website:	10. Illinois Tax ID Number: <u>47-1815903</u>
11. Applicant/Contact Person Name: <u>Yan David Barrios</u>		12. Title: <u>owner</u>	13. Email: <u>Davidbarrios111@icloud.com</u>

14. Applicant Home Address, and all addresses for the last 10 years:
[REDACTED]

15. Ph #: [REDACTED]	DL#: [REDACTED]	16. Date of Birth: [REDACTED]	17. Birthplace: <u>Joliet IL</u>
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18. If Corporation, Corporation Name:
Same as above

19. Corporation Address (city, state, zip code):
"

ADDITIONAL OWNERS, INVESTORS (greater than 5% interest), and MANAGER INFORMATION

Full Name, include middle initial: _____ Title: _____

Birthdate: _____ Birthplace: _____ Driver's License#: _____ Home Phone: _____

Home Address, and all addresses for the last 10 years: _____ Email Address: _____

Full Name, include middle initial: _____ Title: _____
 Birthdate: _____ Birthplace: _____ Driver's License#: _____ Home Phone: _____
 Home Address, and all addresses for the last 10 years: _____ Email Address: _____

Full Name, include middle initial: _____ Title: _____
 Birthdate: _____ Birthplace: _____ Driver's License#: _____ Home Phone: _____
 Home Address, and all addresses for the last 10 years: _____ Email Address: _____

BUSINESS ESTABLISHMENT LOCATION INFORMATION

1. Exact Street Address for liquor license: <i>3677 E. Main Street</i>	2. # Parking Spaces: <i>46</i>	3. Outside Dining s.f. [17.20.020-R]: <i>0</i>	4. Total Building s.f.: <i>3500</i>
5. Total # Seats: <i>60</i>	6. Live Entertainment Area s.f. [5.08.010-H]: <i>0</i>		
7. Brief Business Plan description based on type of establishment listed above (5.08.070-6): <i>The addition of alcohol beverages would allow our business to grow by attracting a wider range of consumer. Being able to sell alcohol would allow us to grow from a fast pace restaurant into a casual dining restaurant.</i>			

PROPOSED FLOOR PLAN/LAYOUT OF PROPERTY

Attach to this application a floorplan or layout of the proposed facility to include the following:

1.	Every application for Liquor license shall have attached thereto a site drawing of the proposed licensed premises, drawn to scale showing the following: a. The location of all rooms, segregated areas, including outdoor seating areas and the square footage thereof; b. The designated use of each room or segregated area (i.e. dining room, holding bar, service bar, kitchen, restrooms, outdoor seating areas, all rooms and segregated areas, including outdoor areas where alcoholic liquor may be served or consumed and all locations where live entertainment may be provided); c. The proposed seating capacity of rooms or segregated areas where the public is permitted to consume food and/or alcoholic beverages and/or live entertainment may be provided.
2.	The site drawing is subject to the approval of the Local Liquor Control Commissioner. The Local Liquor Commissioner may impose such restrictions as he deems appropriate on any license by noting the same on the approved site drawing or as provided on the face of the license.
3.	A copy of the approved site drawing shall be attached to the approved license and is made a part of said license.
4.	It shall be unlawful for any licensee to operate and/or maintain the licensed premises in any manner inconsistent with the approved site drawing.

THE FIRE PREVENTION BUREAU WILL FURNISH ALL FINAL, PERMITTED OCCUPANCY NUMBERS FOR THIS LICENSE.

CORPORATION / PREMISES QUESTIONS

1.	<p>If applicant is an individual or partnership, is each and every person a United States citizen (5.08.070-2)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is any individual a naturalized citizen? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, print name(s), date(s), and place(s) of naturalization:</p>
2.	<p>Is the premises owned or leased (5.08.070-6A)? <input type="checkbox"/> Owned <input checked="" type="checkbox"/> Leased</p>
3.	<p>If the premises are leased, list the names and addresses of all direct owners or owners of beneficial interests in any trusts, if premises are held in trust (5.08.070-6B):</p> <p>Name of Building Owner: Gordon Realty, LLC Phone Number: 561-667-0408</p> <p>Address of Building Owner: E-mail Address: Todd@gordonrealtyfl.com</p> <p>Mailing Address of Building Owner (if different):</p> <p>Name of Building Owner: Phone Number:</p> <p>Address of Building Owner: E-mail Address:</p> <p>Mailing Address of Building Owner (if different):</p> <p>Name of Building Owner: Phone Number:</p> <p>Address of Building Owner: E-mail Address:</p> <p>Mailing Address of Building Owner (if different):</p>
4.	<p>Does the applicant currently operate, or operated in the past, any other establishment within the City of St. Charles that requires a liquor license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, please list the business name(s) and address(es):</p>
5.	<p>Does applicant have any outstanding debt with the City of St. Charles, including, but not limited to, utility bills, alcohol tax, and permit fees, for any current or previous establishment owned, operated or managed by the applicant?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><i>If yes, please note the City of St. Charles requires all debt to be paid in full before consideration of a new or renewed liquor license is issued. (5.08.050)</i></p>
6.	<p>Are any improvements planned for the building and/or site that will require a building permit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, has a building permit been applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of permit application _____</p>
7.	<p>Has applicant applied for a similar or other license on the premises other than the one for which this license is sought (5.08.070-7)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, what was the disposition of the application? Explain as necessary:</p>

8.	<p>Has applicant (and all persons listed on page 2 of this application) ever been convicted of a felony under any Federal or State law, or convicted of a misdemeanor opposed to decency or morality (5.08.070-8)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Is applicant (and all persons listed on page 2 of this application) disqualified from receiving a liquor license by reason of any matter contained in Illinois State law and/or City of St. Charles Municipal Ordinances? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
9.	<p>List previous liquor licenses issued by any State Government or any subdivision thereof (5.08.070-9). Use additional paper if necessary.</p> <p>Government Unit: _____ Location, City/State: _____</p> <p>Date: _____ Special Explanations: _____</p> <p>Government Unit: _____ Location, City/State: _____</p> <p>Date: _____ Special Explanations: _____</p>
10.	<p>Have any liquor licenses possessed ever been revoked (5.08.070-9)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, list all reasons on a separate, signed letter accompanying this application.</p> <p>Has any director, officer, shareholder, or any of your managers, ever been denied liquor license from any jurisdiction? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, proceed to Question 15. If more space is needed, please attach a separate sheet of paper with the information.</p>
11.	<p>Complete ONLY if yes was answered to the question above (10):</p> <p>Name: _____ Name of Business: _____</p> <p>Position with the Business: _____ Date(s) of Denial: _____</p> <p>Reason(s) for Denial of License: _____</p>
(12.)	<p>Date of Incorporation (Illinois Corporations) (5.08.070-10): 09/11/2014</p> <p>Date qualified under Illinois Business Corporation Act to transact business in Illinois (Foreign Corporation): _____</p>
13.	<p>Has the applicant and all designated managers read and do they all understand and agree not to violate any laws of the United States, the State of Illinois, and any of the ordinances of the City of St. Charles in conducting business (5.08.070-11)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you, or in the case of a corporation, the local manager, or in the case of a partnership any of the partners, ever been convicted of any violation of any law pertaining to alcoholic liquor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Have you, or in the case of a corporation the local manager, or in the case of a partnership any of the partners, ever been convicted of a felony? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Have you ever been convicted of a gambling offense? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If a partnership or corporation, include all partners and the local manager(s).)</p> <p>Will you and all your employees refuse to serve or sell alcoholic liquor to an intoxicated person or to a minor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

14.	<p>All individual owners, partners, officers, directors, and/or persons holding directly or beneficially more than five (5) percent in interest of the stock of owners by interest listed on page 2 of this application must be fingerprinted by the City of St. Charles Police Department (5.08.070-A12).</p> <p>Has this been done? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, date(s):</p>
15.	<p>Has the applicant attached proof of Dram Shop Insurance to this application or already furnished it to the City of St. Charles (5.08.060)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>fnote</i> If already furnished, date of delivery:</p>
16.	<p>Is the premises within 100 feet of any real property of any church; school; hospital; home for the aged or indigent persons; home for veterans, their wives/husbands, or children; and/or any military or naval station (5.08.230)?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

B.A.S.S.E.T. TRAINING

Please list employees required to have B.A.S.S.E.T training on this page – include all managers, assistant managers, bartenders, and clerks who are permitted to make alcoholic liquor sales. Include copies of certificates for managers only and mark Manager if applicable. Add another page, if needed.

Name (First, Middle, Last):	<i>Yan David Barris</i>	owner & manager	Birthdate:
Home Street Address, Incl City, State, Zip:			
Date of Course:	Place Course was Taken:	Certificate Granted? Y/N	Expiration:

Name (First, Middle, Last):			Birthdate:
Home Street Address, Incl City, State, Zip:			
Date of Course:	Place Course was Taken:	Certificate Granted? Y/N	Expiration:

Name (First, Middle, Last):			Birthdate:
Home Street Address, Incl City, State, Zip:			
Date of Course:	Place Course was Taken:	Certificate Granted? Y/N	Expiration:

Name (First, Middle, Last):			Birthdate:
Home Street Address, Incl City, State, Zip:			
Date of Course:	Place Course was Taken:	Certificate Granted? Y/N	Expiration:

NEW MANAGEMENT REQUIREMENTS

Whenever a new manager comes on board, the City must be notified and that person must be fingerprinted.

It is the business establishment's responsibility to keep copies of all B.A.S.S.E.T. certificates on file for their employees.

COMMENTS/ADDITIONAL INFORMATION

Business Name:

SIGNATURES


Applicant's Signature

Michelle C Trocki

Subscribed and sworn before me this 24 day of March



Michelle C Trocki 2023
~~Michelle C Trocki~~
Notary Public

ADDENDUM TO RETAIL LIQUOR LICENSE APPLICATION

To be completed by the City of St. Charles Police Department

Date: 4/14/2023 Name of Applicant: YAN DAVID BARRIOS

Name of Business: DAVES BURRITO

Address of Business: 3677 E MAIN ST. ST. CHARLES, IL 60174 Ward Number:

Pursuant to the provision of the City of St. Charles Municipal Code, Chapter 5.08, Alcoholic Beverages, the following guide shall be in effect for the investigation of an applicant for a Retail Dealer's Liquor License:

- Date on which applicant will begin selling retail alcoholic liquors at this location:
AS SOON AS APPLICATION FOR ALCOHOL IS APPROVED.
- Is the location within 100 feet of any church; school; hospital; home for the aged or indigent persons; home for veterans, their wives/husbands or children; or any military or naval station? Yes No
- If the answer to question 2 is yes, answer the following: Is applicant's place of business a hotel offering restaurant service, a regularly organized club, a restaurant, a food shop, or other place where the sale of alcoholic liquors is not the principal business? Yes No

If yes, answer a, b and c:
a. State the kind of such business:
b. Give date on which applicant began the kind of business named at this location:
c. Has the kind of business designated been established at this location for such purpose prior to February 1, 1934, and carried on continuously since such time by either the applicant or any other person?
 Yes No
- If premises for which an alcoholic liquor license is herein applied for are within 100 feet of a church, have such premises been licensed for the sale of alcoholic liquor at retail prior to the establishment of such church? Yes No

If yes, have the premises been continuously operated and licensed for the sale of alcoholic liquor at retail since the original alcoholic liquor license was issued therefore? Yes No

5.	Is the place for which the alcoholic liquor license is sought a dwelling house, flat, or apartment used for residential purposes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6.	Is there any access leading from premises to any other portion of the same building or structure used for dwelling or lodging purposes and which is permitted to be used or kept accessible for use by the public? (Connection between premises and such other portion of building or structure as is used only by the applicant, his/her family and personal guests not prohibited.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7.	If applicant conducts or will conduct in the same place any other class of business in addition to that of City Retailer of Alcoholic Liquor, state the kind and nature of such business: Yes <input checked="" type="checkbox"/> No
8.	Are all rooms where liquor will be sold for consumption on the premises continuously lighted during business hours by natural light or artificial white light so that all parts of the interior shall be clearly visible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9.	Are premises located in any building belonging to or under the control of the State of Illinois or any other political subdivision thereof, such as county, city, etc.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10.	Are the premises for which license is herein applied for a store or place of business where the majority of customers are minors of school age or where the principal business transacted consists of school books, school supplies, food or drinks for such minors? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11.	It is required by the City of St. Charles that all employees undergo BASSET training. Provide a copy of the certificate of training completion for each manager. All certificates for managers have been submitted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
12.	From your observation and investigation, has applicant—to the best of your knowledge—truthfully answered all questions? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, state exceptions:
13.	Have all persons named in this application been fingerprinted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Fingerprinted by: ST. CHARLES POLICE DEPARTMENT Date: 02/06/2023
14.	Other necessary data: NONE



State of Illinois
Domestic/Foreign Corporation Annual Report

2022 69794831

FILED July 31, 2022

Jesse White, Secretary of State

1. Corporate Name DAVES BURRITOS INC.
 Registered Agent MARIA AREBALO
 Registered Office 403 W LINCOLN HWY STE 9
 City, IL, Zip Code, County CHICAGO HEIGHTS, IL 60411-2479 COOK

2. Principal address of Corporation 3677 E MAIN ST
ST CHARLES, IL 60174

3a. State or Country of Incorporation ILLINOIS 3b. Date Incorporated/Qualified 09-11-2014

4. The names and addresses of ALL officers & directors MUST be listed here!

Officers

Title	PRESIDENT
Name & Address	YAN BARRIOS 3677 E MAIN ST STC HARLES IL 60174

Title	DIRECTOR
Name & Address	YAN BARRIOS 3677 E MAIN ST ST CHARLES, IL 60174

Title	
Name & Address	

5. If 51% or more of the stock is owned by a minority or female, please check the appropriate box

Minority Female Both

6. Number of shares authorized and issued as of 6-30-2022

Class	Series	Par Value	Number Authorized	Number Issued
COMMON		0.000000	1000	1000.000

7. The amount of paid-in-capital as of 6-30-2022 is \$ 1000

8. All property owned by the corporation is located in Illinois and all business transacted by the corporation is in Illinois.

9. Under the penalty of perjury and as an authorized officer, I declare that this annual report, pursuant to provisions of the Business Corporation Act, has been examined by me and is, to the best of my knowledge and belief, true, correct and complete.

By YAN BARRIOS
 Authorized Officer
PRESIDENT July 31, 2022
 Title & Date

Fee Summary
Franchise Tax: \$0.00
Filing Fee: \$75.00
Penalty: \$0.00
Interest: \$0.00
Total Fee: \$75.00

Dave's Burrito

1st January 2023

2023 Resolution

Attract new customers while still maintaining the reappearing customers that have been with us through the past nine years. Our consistency has been able to keep our customers satisfied but it's time for the quick bite restaurant to shape into a casual dining environment.

2023 Hours

Monday- Saturday 10am-9pm

Sunday 11am- 8pm

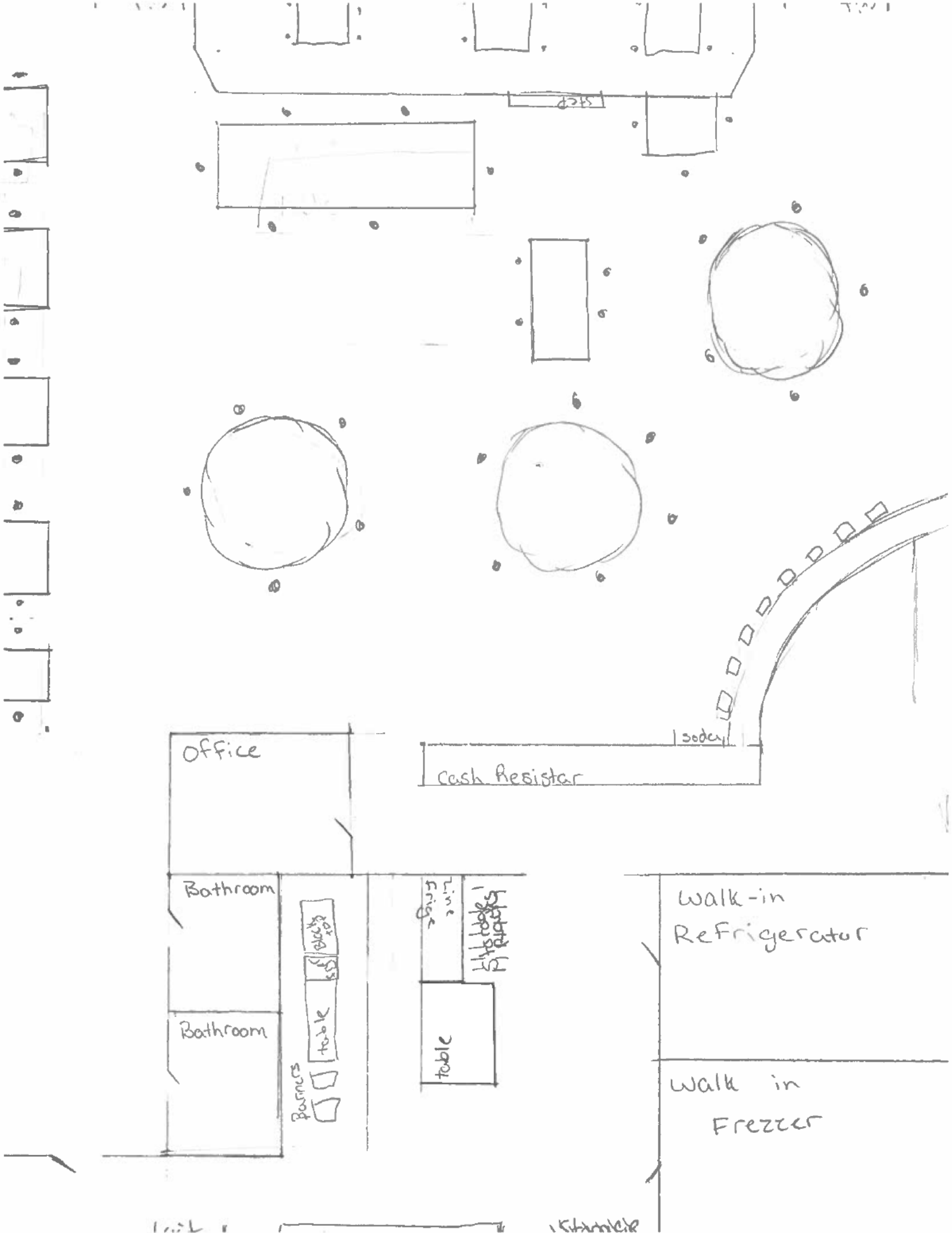
GOALS

1. Liquor License
2. Grow social media on all platforms
3. Create engaging website
4. Modernize delivery service page
5. Organized business expenses

Action

1. Applying for a license within the first month to bring alcoholic beverages to the consumer.
 - a. Employees must have B.A.S.S.E.T training before serving.
2. Facebook, Instagram, ect should start posting in order to gain followers which can lead to tags resulting in consumption.
3. Contract someone that has understanding and availability to be done quickly.
4. Being top sellers on delivery service apps gives customers an easy ordering experience when ordering on the app.
 - a. Provide Photos on all the dishes that are available on the app.
5. Using applications like Quickbooks to organize and record all expenses.

Location Layout





Certificate of Completion

YAN BARRIOS

Has diligently and with merit completed the
On-Premise BASSET Alcohol Certification
from the American Safety Council.

GRADUATION DATE

2/3/2023

BASSET Student ID Number
24098063


CEO, American Safety Council



Illinois BASSET Training

This card certifies that:


YAN BARRIOS

has completed the
On-Premise BASSET Alcohol Certification


CEO, American Safety Council

3/5/2023

Exp. Date:

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5b
	Title:	Recommendation to Approve an Application for a Massage Establishment License for Zeal Spa Corporation at 2015 Dean St., Suite 7A, St. Charles, IL	
	Presenter:	Police Chief Keegan	
Meeting: Government Operations Committee		Date: April 17, 2023	
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
TIF District: Choose an item.			
Executive Summary (if not budgeted, please explain):			
<p>Zeal Spa Corporation, located at 2015 Dean St., Suite 7A, applied for a massage license.</p> <p>The background investigation has been completed. Please see the attached packet for further information.</p> <p><i>This item will be discussed by the Liquor Control Commission at 4:30 pm on Monday, April 17, 2023 before consideration by this committee. A final vote will be taken during the May 1, 2023, City Council meeting.</i></p>			
Attachments (please list):			
Massage Establishment Application Background Check Site Plan Business Plan			
Recommendation/Suggested Action (briefly explain):			
Recommendation to approve an application for a Massage Establishment License for Zeal Spa located at 2015 Dean St., Suite 7A, St. Charles, IL.			



Memo

Date: 4/7/2023

To: Lora Vitek, Mayor-Massage Commissioner

From: James Keegan, Chief of Police

Re: Background Investigation: Massage (Asian Essence Spa-2015 Dean Street, Suite 7A)

The purpose of this memorandum is to document and forward to your attention the results of the background investigation conducted by members of the St. Charles Police Department concerning the above-mentioned establishment. Asian Essence.

This site was the former location of Shangri-La Spa, which had its Massage License revoked for cause of January 2nd, 2018. City ordinance prohibits another massage location for occupying this space for a period of 5-years. That being said, the moratorium has since expired and Asian Spa is seeking to occupancy this space

As is customary procedure, a detective was assigned to this investigation and reviewed not only the site location via an inspection, but also the corresponding application and applicants. Our overall background investigation was very thorough and comprehensive. We found nothing of a derogatory nature that would preclude either the site location or the applicants from moving forward with a massage license, subject to Council/Commission approval.

Thank you in advance for your consideration in this matter.

Police Department



Date: 04/05/2023

To: Chief Keegan via Chain of Command

From: Commander Drew Lamela #340 DL-340 *DL 3/1*

RE: Massage Establishment Background / DanDan Li and Adam Goranson – Asian Essence Spa

The purpose of this memo is to document the background investigation of DanDan Li and Adam Goranson pursuant to her application for Massage Establishment License for Asian Essence Spa.

APPLICANT:

Goranson, Adam Scott

Adam stated that he has resided at his address for approximately 2 years. Adam has no contacts through the Chicago Police Department's I-CLEAR system.

Adam has no contacts through our department's New World System.

According to the Kane County and Cook County Circuit Clerk's Office, Adam Goranson has no current or prior cases.

A check through TLOxp shows Adam Goranson has never had any bankruptcies, liens, criminal or civil case judgments against him. *(TLOxp is a law enforcement search engine)*

Adam is a U.S. Citizen and was born in Chicago, Illinois. Adam possesses valid Illinois Driver's License (See attached copy of driver's license)

Adam does not possess a State of Illinois Massage Therapist License.

I logged onto the Illinois Department of Financial & Professional Regulations web site. I ran Adam, which indicated that he was "No Record".

Service, Courage, Professionalism, Dedication



APPLICANT:

Li, DanDan

DanDan resides at the above address [REDACTED] Illinois. The DuPage County Sheriff's Department records do not contain any criminal/conviction information for DanDan.

DanDan attended Estelle Medical Academy in 2019 where she completed the 610 hour course for Massage Therapist. (See attached certificate)

DanDan possesses a valid State of Illinois Massage Therapist License #227.021522.

I logged onto the Illinois Department of Financial & Professional Regulations web site. I ran DanDan's Massage Therapist License, which came back "Active" with "No Discipline". (See attached IDFPR document)

DanDan has no contacts through the Chicago Police Department's ICLEAR System.

DanDan has no contacts through our department's New World System.

DanDan has no contacts through the Kane County Aegis system.

A check through TLOxp shows DanDan Li has never had any bankruptcies, liens, criminal or civil case judgments against her. (TLOxp is a law enforcement search engine)

According to the Kane County, DuPage County and Cook County Circuit Clerk's Office, DanDan has no current or prior cases.

I logged onto www.google.com and did not locate any negative articles or police / arrest reports for DanDan Li.

DanDan Li was born in the People's Republic of China and moved to the United States in 2017. [REDACTED] DanDan provided me with a copy of her United States of America Permanent Resident Card [REDACTED] DanDan provided me with a copy of her Illinois Driver's License [REDACTED] (See attached documents)

I logged onto TLOxp, which is a Law Enforcement Data Base. I ran DanDan's Social Security number, which registered to her. TLOxp did not list any additional licenses registered to DanDan.

On 03/27/2023, DanDan and Adam submitted fingerprints to the City of St. Charles.

On 03/30/2023, I met with DanDan Li and Adam Goranson at the St. Charles Police Department where they signed waiver allowing me to conduct this background investigation. Adam stated that he and DanDan will be co-owners of Asian Essence Spa. Adam stated that he and DanDan formed Zeal Spa Corporation and their incorporation date was on 03/16/2023. Adam and DanDan stated that Asian Essence Spa will be located at 2015 Dean Street "7A" in St. Charles, Illinois.

Adam stated that he would be the on-site manager and would not be performing massages. DanDan advised that she would also be listed as a manager. DanDan stated that she would be the only employee conducting massages. DanDan and Adam stated that once their business begins to grow, they will be hiring more massage therapists and possibly another manager. Adam and DanDan stated that as of now, they will be the only employees.

Adam and DanDan stated that they will be signing a one-year lease with the owner of 2015 Dean Street "7A", Nicole "Lifa" Jiang. Adam stated that if the business continues to grow within the one-year of signing the lease, they will have an option to extend their lease to three years. Adam and DanDan stated that once their license is approved, they would sign the lease for the business. (See attached copy of lease)

2015 Dean Street "7A" is the former site of Shangri La Massage and Spa. Adam and DanDan stated that they will not be making any restorations to the business. Adam and DanDan provided me with a floor plan of the business. (See attached floor plan in lease agreement) Adam and DanDan advised that there are ten rooms designated for massages, two dry sauna rooms and a men's and women's restroom. Adam and DanDan stated that table showers will not be offered. Adam and DanDan stated that there is a fully equipped laundry room and a kitchen area for employees only that will be used as a break room.

Adam and DanDan stated that the business will be open from Monday – Sunday from 10:00 am – 9:00 pm. DanDan stated that they would be advertising on Groupon.com and on Google Ad. Adam and DanDan stated that they anticipate opening the business in early to middle of June, 2023.

Adam and DanDan provided me with a copy of their Certificate of Liability Insurance through PCF Insurance Services of the West, LLC DBA Total Insurance Services. (Policy #BZS62579634) The insurance coverage is for \$1,000,000.00 for each occurrence and \$2,000,000.00 in aggregate. The insurance binder is compliant with the Massage Establishment License, Local Ordinance 5.20. (See attached copy of insurance policy)

I logged onto the Illinois Secretary of State website and ran Zeal Spa Corporation. The search revealed that the corporation is in Good Standing. Adam provided me with a copy of the Articles of Incorporation. (See attached document)

DanDan and Adam stated that they have reviewed the definitions and requirements of Massage Therapist License, Local Ordinance Chapter 5.20.

On 04/05/2023, at 1200 hours, I went to 2015 Dean Street "7A" in St. Charles, Illinois to conduct an inspection of the business. (Formally known as Shangri La Spa) The business is located in a strip mall on the south side of Dean Street. There is a large white address sign at the private drive with the numbers "2015" on the top. Located on the sign are names of other businesses within the strip mall. Shangri La Spa is still listed on the sign as one of the businesses.

Asian Essence Spa will be located in suite "7A". There is one door for the establishment that face east. The business is in clear view from Dean Street. The Shangri La Spa sign is currently posted above the main door. There is a Remax sign in the front window advertising the office space for rent.

I met with the owner / manager, DanDan Li. DanDan was wearing a work smock uniform. Asian Essence Spa is not open for business at this time. DanDan and I were met by a male Asian subject who had the keys for the business. DanDan and I entered the business where I began the inspection.

As you enter the establishment there is a front lobby area with a large desk. DanDan advised that this would remain as the reception area. As you pass the front desk there is a long hallway. The first room just beyond the reception area is an office. Along the south side of the hallway I noticed two rooms designated for showers. The first shower room was a unisex shower room and just south of that room was a handicap shower room. On each side of the shower rooms were large saunas. As you pass this area, there are two massage rooms and a women's and men's restroom. The restrooms had locking mechanisms and were clean.

Along the north side of the hallway, I observed two suite areas. As you walk into the suite areas, there are four separate rooms designated for massages. As you pass the suites, there are two more rooms designated for massages. DanDan stated that she has a total of ten rooms designated for massages. I noticed that none of the rooms designated for massages had locks on them.

All of the massage rooms appeared neat and clean. Some of the rooms had massage tables and furniture and others did not. DanDan stated that she would not be using the furniture or massage tables that were left behind by the previous owner. DanDan stated that she would be placing her own massage tables in the rooms.

Located on the far west end of the business, I noticed a room with a large washer and dryer. DanDan stated that she would be cleaning the linens and uniforms at the business. Across from the laundry room was a kitchen. DanDan stated that this area would only be allowed for employees to take their breaks in. The kitchen contained a refrigerator, sink and counter space.

I informed DanDan that once Asian Essence Spa is open, she would have to post her Massage Therapist License in the lobby area. I asked DanDan if she would be hiring staff. DanDan stated that she no plans on hiring anyone else at this time. DanDan stated that once her business begins to grow, she will hire more massage therapists. I informed DanDan that she will have to post all of their Massage Therapist Licenses in the lobby as well. DanDan stated that she understood and would post all message therapist license in the front lobby/reception area.

I informed DanDan that once Asian Essence Spa is open, she will have to post the hours of operation along with a menu of the massages with the prices at the front desk. DanDan stated that she would post the signs once she opens the business. DanDan stated that the signs would be ready in early June of 2023. DanDan stated that she plans on opening her business at that time.

I asked DanDan if she had signs made for the business. DanDan stated that she and Adam are in the process of having new signs made for Asian Essence Spa. DanDan stated that she along with any and all new employees would be issued a uniform in the form of a medical smock. DanDan stated that there would be no renovations made to the business.

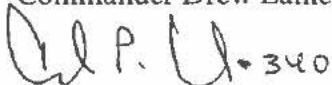
During the inspection, I informed DanDan that she could not serve any alcohol at the business and she stated that she understood and would not be offering alcoholic beverages. At this time, the business meets the Massage Inspection Requirements. The layout of the business matches the floor plan that was provided during this background investigation.

I received a response from the Illinois State Bureau of Identification reference Adam's fingerprints, which indicated one arrest by Chicago Police Department in 2006 for Permit DUI to Operate Motor Vehicle.

I received a response from the Illinois State Bureau of Identification reference DanDan's fingerprints, which indicated no arrests.

This concludes this background investigation.

Commander Drew Lamela #340



Drew P. Lamela #340

CITY OF ST. CHARLES
TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984



DEPARTMENT: MAYOR'S OFFICE

PHONE: 630.377.4422

MESSAGE ESTABLISHMENT LICENSE APPLICATION
NON-REFUNDABLE

Annual License Application Fee: \$250.00 **Fingerprint Fee: \$50.00 (if new owner)**

Application must be completed in full and notarized before it will be accepted.

All fees must be paid at the time the application is submitted and a current certificate of insurance must be included with this application.

NOTE: Applicant must be fingerprinted by the St. Charles Police Department and must provide two passport-size photographs (2 x 2 inches, head and shoulders area, facing forward) with this application.

1. New License Application Renewal Application

2. Please select the option that best describes your business:

Corporation Partnership Individual

3. Business Name: Zeal Spa Corporation Sales Tax# [REDACTED]

Business Address: 2015 Dean Street, St. Charles, IL 60174 Business Phone: (773) 704-0801

4. Name of Applicant: [REDACTED] Home Phone: [REDACTED]

Home Address: [REDACTED] City/Zip: Chicago/60613

Email Address: [REDACTED] Social Security #: [REDACTED] Date of Birth: [REDACTED]

Driver's License #: [REDACTED] Issuing State: IL

****Must include a photocopy of government issued identification card.**

5. Have you ever been convicted of a criminal or ordinance violation? (other than minor traffic offences):

Yes No

6. If yes, explain in detail:

7. Days/Hours of Operation: Mon-Sun 10am-9pm

8. Will the business be supervised and conducted by a manager?: Yes/No Yes

If no, please explain:

9. Name of Manager: DanDan Li Home Phone: [REDACTED]
Home Address: [REDACTED] City/Zip: [REDACTED]
Social Security: [REDACTED] Date of birth: [REDACTED]

10. List as indicated previous three years' employment history:

Employer: Zenest Corp DBA Asian Essence Spa Phone: (630) 999-9099
Address: 801 E Butterfield Rd Ste 102 Lombard, IL 60148 Occupation: Owner/Manager
Dates of employment: From: 02/2021 To: 03.2023

Employer: Asian Royal Spa Phone: (847) 808-0062
Address: 2021 N Milwaukee Ave. Riverwoods, IL 60015 Occupation: Massage Therapist
Dates of employment: From: 03/2020 To: 12/2020

Employer: _____ Phone: _____
Address: _____ Occupation: _____
Dates of employment: From: _____ To: _____

11. Has the manager ever been convicted of a criminal or ordinance violation (other than minor traffic offenses): Yes/No No

If yes, explain in detail:

12. Will you operate by appointment only? Yes/No No

13. If you answered Yes to #12, will walk-ins be accepted? Yes/No Yes

14. License and/or permit history. List all prior Massage Licenses/Permits and current status (use additional sheet if needed):

Issuing authority: State of Illinois Dept of Financial and Professional Regulation Status: Expires 12/31/2024

Issuing authority: _____ Status: _____

15. Have you or any of your licensed massage therapists been sanctioned by the Illinois Department of Professional Regulation concerning your licensure? **As a reminder and per Illinois law, all Massage Therapists practicing inside the State of Illinois must be licensed by State of Illinois. Out of state licensees are NOT valid in Illinois.** Yes/No No

16. If any prior licenses/permits have been revoked/suspended, state the reason and disposition:

Reason: _____ Disposition: _____

Reason: _____ Disposition: _____

17. Describe the building and specific location within the building where the Massage business will be conducted:

****ATTACH A FLOOR LAYOUT/DIAGRAM OF THE BUSINESS****

Approx sq ft of principal business: 3800 Massage stations 12 rooms Premises _____

18. Describe other activities or business conducted at this location:

There are (2) dry saunas for use in the building

19. List as indicated all massage therapists and employees. This list must be updated with the office of the Liquor Commissioner within 10 days of any employment change.

Name: DanDan Li Home phone: 

Address  City/Zip: 

Position employed: Owner/Manager/Massage Therapist

State of Illinois Massage License Number: 227.021522

Name: _____ Home phone: _____

Address: _____ City/Zip: _____

Position employed: _____

State of Illinois Massage License Number: _____

Name: _____ Home phone: _____

Address: _____ City/Zip: _____

Position employed: _____

State of Illinois Massage License Number: _____

Name: _____ Home phone: _____

Address: _____ City/Zip: _____

Position employed: _____

State of Illinois Massage License Number: _____

This Section for Corporate or Partnership Applications Only

1. List each officer, director or shareholder owning 20% or more stock or controlling interest of the corporation/partnership:

Name	Address	Home Phone #	Date of Birth
Adam Goranson			
DanDan Li			

2. Has any officer, manager, director or shareholder owning 20% or more of the stock of the corporation ever been convicted of a criminal or ordinance violation (other than minor traffic offenses)?

Yes No

3. If yes, explain in detail:

Affidavit

State of Illinois)
) SS
County of Kane)

I/We, the undersigned, being first duly sworn, say that I/we have read the foregoing application and that the statements therein are true, complete, and correct and are upon my/our personal knowledge and information and that I/we will not violate any of the ordinances of the City of St. Charles or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein.

Signature of Applicant Adam J. Dees

Signature of Applicant [Signature]

I, SHARON BRINGELSON a Notary Public in and for said county in the state aforesaid, do hereby certify that the applicant(s), appeared before me this day in person and acknowledged that he/she/they signed the foregoing application as his/her/their free and voluntary act for the use and purposes therein set forth.

Given under my hand and notarial seal this 24 day of March, 2023.

SEAL



Sharon J Bringelson
Notary Public

Estelle Medical Academy

This Certifies That
Dan Dan Li

has satisfactorily completed the Course of Study prescribed in
Massage Therapist (610 Hours)



and is awarded this

Diploma

Given at Skokie, Illinois this 9th day of October 2019


Director

**European Massage Therapy School
DBA Estelle Medical Academy**

4905 Old Orchard Shopping Center #710
Skokie, IL 60077

C.E. Sponsor Registration # 245000374

All hours are classroom instruction held on premises at
European Massage Therapy School - 4905 Old Orchard Shopping Center, Suite 710 in Skokie, IL 60077.

Certificate of Attendance

Student's Name DAN DAN LI
IL License Number 227.021522
Title of C.E. Program Advanced Massage Techniques, Professional Ethics
Course Description Advanced Massage Techniques, 20.0 hours
Professional Ethics 3.0 hours
Sexual Harassment Prevention 1.0 hours
Date of Attendance December 3, 8, 10, 2022
Number of C.E. Hours* 24.0 hours
Director's Signature [Signature] Date 12/15/2022





Cut on Dotted Line ✂

For future reference, IDFPR is now providing each person/business a unique identification number, 'Access ID', which may be used in lieu of a social security number, date of birth or FEIN number when contacting the IDFPR. Your Access ID is: 4298967



Cut on Dotted Line ✂



Illinois Department of Financial and Professional Regulation

Lookup Detail View

Contact

Contact Information

Name	City/State/Zip	DBA / AKA
DAN DAN LI	[REDACTED]	

License

License Information

License Number	Description	Status	First Effective Date	Effective Date	Expiration Date	Ever Disciplined
227021522	Licensed Massage Therapist	ACTIVE	11/13/2019	12/16/2022	12/31/2024	N

Generated on: 3/27/2023 2:04:23 PM

FORM **BCA 2.10**
ARTICLES OF INCORPORATION
Business Corporation Act

Filing Fee: \$150

File #: 74178286

Approved By: MAP

FILED
MAR 16 2023
Alexi Giannoulis
Secretary of State

1. Corporate Name: ZEAL SPA CORPORATION

2. Initial Registered Agent: DANDAN LI

	First Name	Middle Initial	Last Name
Initial Registered Office:	[REDACTED]		
	Number	Street	Suite No.
	[REDACTED]		IL [REDACTED] DU PAGE
	City	ZIP Code	County

3. Purposes for which the Corporation is Organized:
The transaction of any or all lawful businesses for which corporations may be incorporated under the Illinois Business Corporation Act.

4. Authorized Shares, Issued Shares and Consideration Received:

Class	Number of Shares Authorized	Number of Shares Proposed to be Issued	Consideration to be Received Therefor
COMMON	1000	1000	\$ 1000

NAME & ADDRESS OF INCORPORATOR

5. The undersigned incorporator hereby declares, under penalties of perjury, that the statements made in the foregoing Articles of Incorporation are true.

Dated MARCH 16, 2023
Month & Day Year

DANDAN LI
Name
[REDACTED]
Street
[REDACTED]
City/Town State ZIP Code



Office of the Secretary of State
ilsos.gov

Corporation/LLC Search/Certificate of Good Standing

Corporation File Detail Report

File Number	74178286
Entity Name	ZEAL SPA CORPORATION
Status	ACTIVE

Entity Information
Entity Type CORPORATION
Type of Corp DOMESTIC BCA
Incorporation Date (Domestic) Thursday, 16 March 2023
State ILLINOIS
Duration Date PERPETUAL

Agent Information
Name DANDAN LI

Address



Change Date

Thursday, 16 March 2023

Annual Report

Filing Date

00/00/0000

For Year

[Return to Search](#)

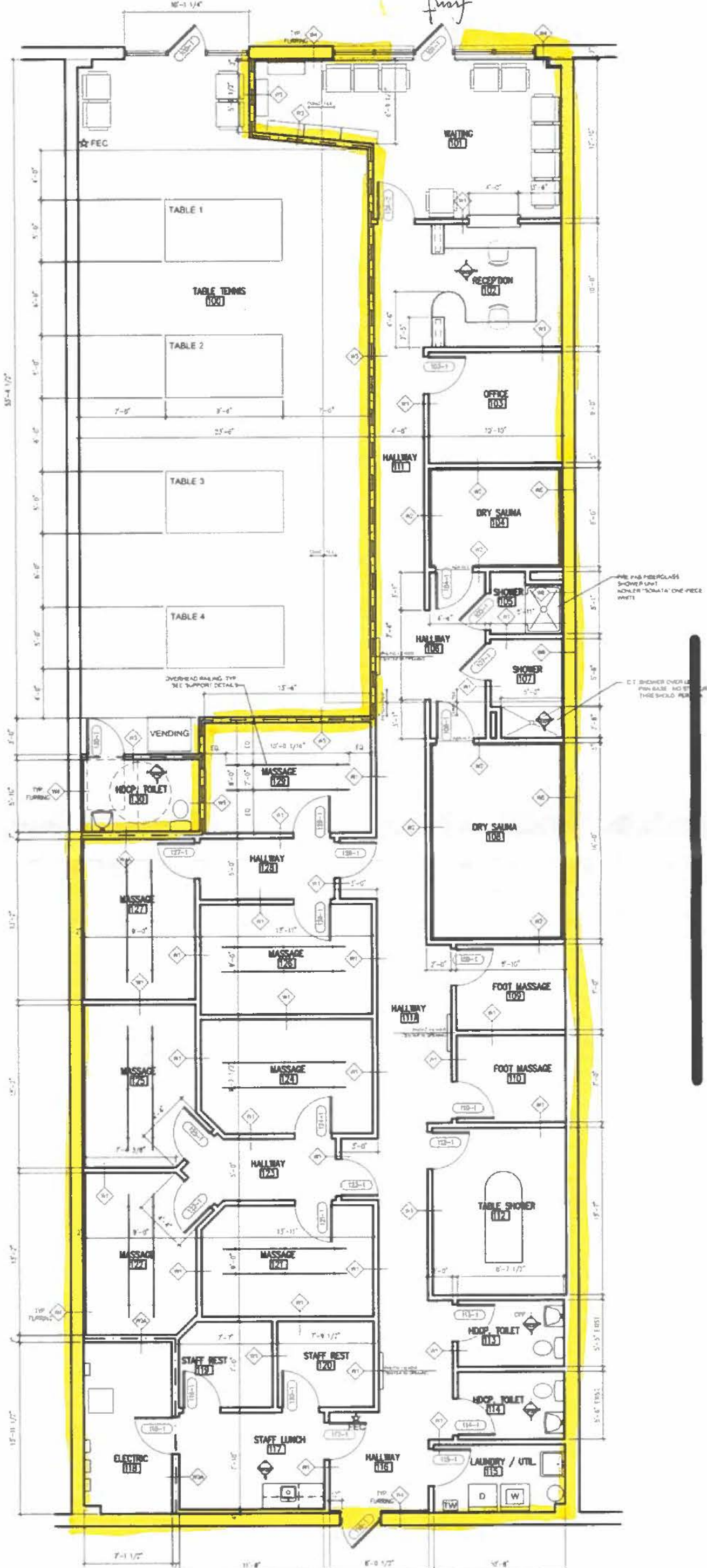
[File Annual Report](#)

[Adopting Assumed Name](#)

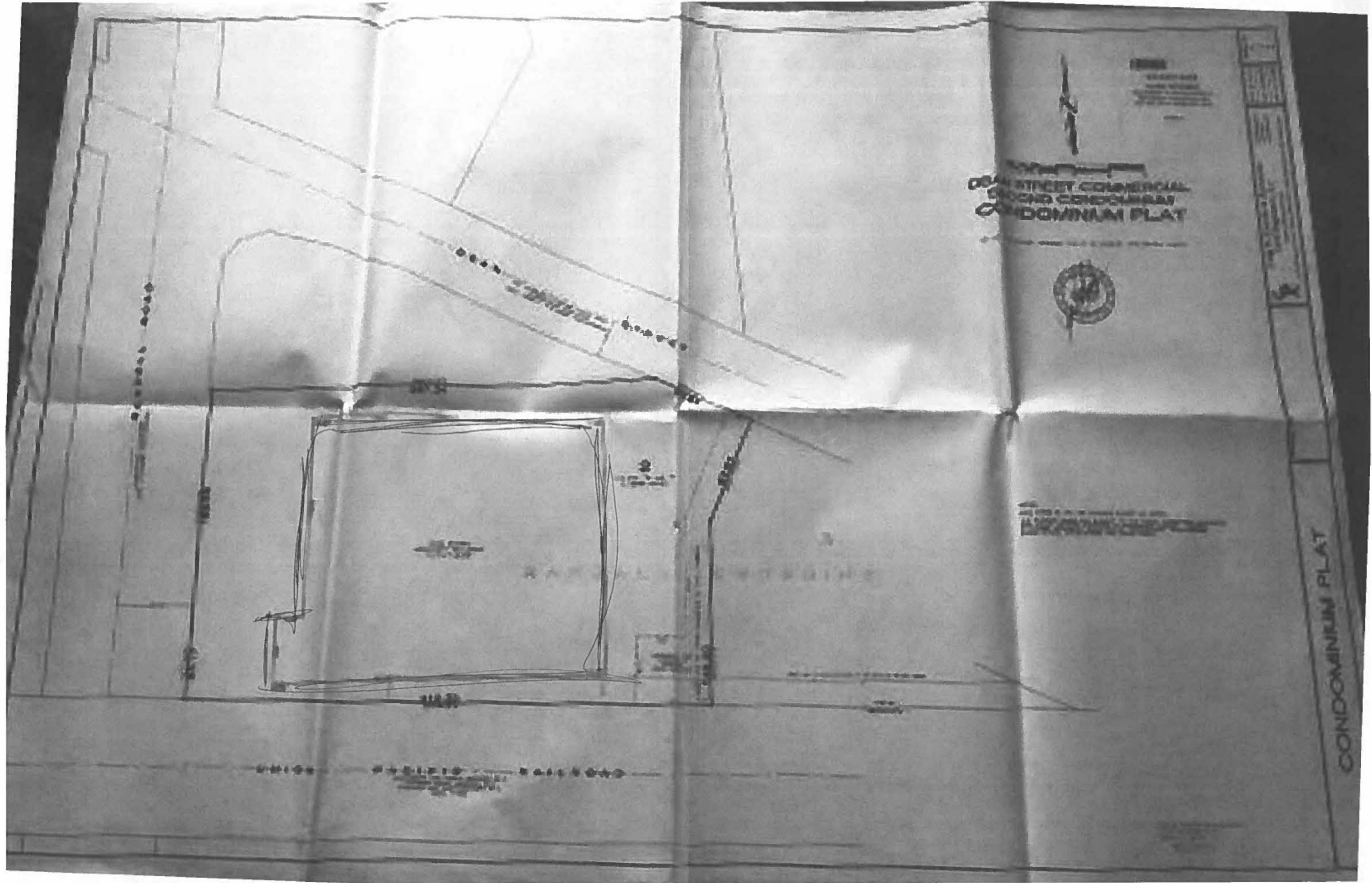
[Articles of Amendment Effecting A Name Change](#)

[Change of Registered Agent and/or Registered Office](#)

(One Certificate per Transaction)



1 FLOOR PLAN
SCALE: 3/16" = 1'-0"



DEAN STREET COMMERCIAL
BLOCK CONDOMINIUM
CONDOMINIUM FLAT



CONDOMINIUM FLAT

RANDALL
CROSSING
CONDOMINIUM

COMMON AREA

UNIT 6A

UNIT 6B

UNIT 7B

COMMON AREA

DEAN STREET COMMERCIAL
SECOND CONDOMINIUM
CONDOMINIUM FLAT

THE STATE OF CALIFORNIA
COUNTY OF SAN FRANCISCO



ONE STORY
MASONRY BUILDING

DEVELOPED BY
[Illegible text]

CONDOMINIUM FLAT



ZENECOR-01

CATHLEENB

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/24/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

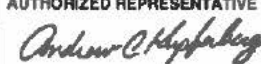
PRODUCER PCF Insurance Services of the West, LLC DBA Total Insurance Services 3175 Commercial Ave, Suite 200 Northbrook, IL 60062	CONTACT NAME: PHONE (A/C, No, Ext): (847) 205-1777		FAX (A/C, No): (847) 205-1919
	E-MAIL ADDRESS:		
INSURED Zenest Corp 801 E Butterfield Road Lombard, IL 60148	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Ohio Security Ins. Co.		24082
	INSURER B : Lloyds of London		15792
	INSURER C :		
	INSURER D :		
	INSURER E :		


COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BZS62579634	1/26/2023	1/26/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						OCCUR	
							CLAIMS-MADE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
B	Errors & Omissions			MEO5048591	1/10/2023	1/10/2024		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER PROOF OF INSURANCE	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5c
	Title:	<p>Recommendation to approve an Ordinance to Amend Title 5 “Business Licenses and Regulations,” Chapter 5.08 “Alcoholic Beverages,” Sections 5.08.095 “Late Night Permit,” and 5.08.140 “License – Renewal Deadline,” of the St. Charles Municipal Code</p>	
Presenter:	Police Chief Keegan		
Meeting: Government Operations Committee		Date: April 17, 2023	
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
TIF District: Choose an item.			
Executive Summary (if not budgeted, please explain):			
<p><i>This item will be discussed by the Liquor Control Commission at 4:30 pm on Monday, April 17, 2023 before consideration by this committee. A final vote will be taken during the May 1, 2023, City Council meeting.</i></p>			
Attachments (please list):			
Memo, Proposed Ordinance			
Recommendation/Suggested Action (briefly explain):			
<p>Recommendation to modify City Code with the listed revisions to Title 5 “Business Licenses and Regulations”, Chapter 5.08 “Alcoholic Beverages”, Sections 5.08.095 “Late Night Permit” and 5.08.140 “License – Renewal Deadline” of the St. Charles Municipal Code.</p>			



Memo

Date: 4/13/2023
To: Lora Vitek, Mayor/Liquor Commissioner
From: James Keegan/Chief of Police
Re: Late Fees (Liquor License & Late-Night Permit Renewals)

It has come to my attention that the renewal processes for both liquor licensing and late-night permitting is rather cumbersome and labor-intensive for staff. Not so much in the processing of applications and back-end book keeping, but rather in the payment of fees and the timeliness of invoice payments. That being said, I took the opportunity to review our liquor code, and as a frame of reference, our alcohol-tax code where similarly, some of the same problems persist.

As a means to incorporate consistency in our collection efforts of payments owed to the City, I recommend consistency in our approach in passing along late-payments to those disregarding deadlines and pushing staff to chase down late-payments and paperwork. Obviously, we reserve the right to deny any licensing renewal application with due process for outstanding debt owed to the City but in many cases, it's late-payments we are constantly chasing down; often times by the same few outliers.

Nonetheless, please see the appropriate code amendments I am recommending in regards to late-payments as a means to ensure the timely collection of licensing fees owed to the City.

5.08.140 – License – Renewal Deadline

Any licensee may renew ~~his~~ local liquor license at the expiration thereof; provided, that ~~he~~ it is then qualified to receive a local liquor license and the premises for which such renewal local liquor license is sought are suitable for such purpose; provided further, that the renewal privilege provided for in this section shall not be construed as a vested right which shall in any case prevent the City Council from decreasing the number of local liquor licenses to be issued within the City. A liquor licensee shall file an application for renewal of a local liquor license, accompanied by the applicable local liquor license fee and all required documentation, including dram shop insurance coverage, on or before ~~April 1~~ the date set in the application renewal process; in any given year. There shall be a late payment fee of ~~fifty one-hundred~~ dollars (\$50-100) for failure to comply with the foregoing; for the first offense, two-hundred fifty dollars (\$250) for the second offense and for the third and subsequent offenses, five-hundred dollars (\$500.00).

Content with recommended changes incorporated:

5.08.140 – License – Renewal Deadline

Any licensee may renew its local liquor license at the expiration thereof; provided, that it is then qualified to receive a local liquor license and the premises for which such renewal local liquor license is sought are suitable for such purpose; provided further, that the renewal privilege provided for in this section shall not be construed as a vested right which shall in any case prevent the City Council from decreasing the number of local liquor licenses to be issued within the City. A liquor licensee shall file an application for renewal of a local liquor license, accompanied by the applicable local liquor license fee and all required documentation, including dram shop insurance coverage, on or before the date set in the application renewal process in any given year. There shall be a late payment fee of one-hundred dollars (\$100) for failure to comply with the foregoing for the first offense, two-hundred fifty dollars (\$250) for the second offense and for the third and subsequent offenses, five-hundred dollars (\$500.00).

5.08.095– Late Night Permit

3. ~~3.~~—Annually, the ~~liquor license~~late-night permit renewal process shall commence on the first city business day in February. Current ~~license-late-night permit~~ holders shall submit a renewal application and include any requested changes. ~~For those L~~license holders applying for a new or renewing a late-night permit, they are required to specify whether they are applying for the 1:00 a.m. or the 2:00 a.m. permit. In addition, any new or renewal applications shall include a current business concept outlining the operations intended during the late-night permit term of one year, in conjunction with the liquor license to be issued on May 1 of the same year. Failure to provide a timely ~~renewal application or~~ late-night permit application on or before the date set in the application renewal process may result in a delay in issuing said license and permit by May 1 of that year. There shall be a late payment fee of one-hundred dollars (\$100) for failure to comply with the foregoing for the first offense, two-hundred fifty dollars (\$250) for the second offense, and five hundred dollars (\$500) for the third and subsequent offenses.

Content with recommended changes incorporated:

5.08.095 – Late Night Permit

3. Annually, the late-night permit renewal process shall commence on the first city business day in February. Current late-night permit holders shall submit a renewal application and include any requested changes. License holders applying for a new or renewing a late-night permit, they are required to specify whether they are applying for the 1:00 a.m. or the 2:00 a.m. permit. In addition, any new or renewal applications shall include a current business concept outlining the

operations intended during the late-night permit term of one year, in conjunction with the liquor license to be issued on May 1 of the same year. Failure to provide a timely late-night permit application on or before the date set in the application renewal process may result in a delay in issuing said license and permit by May 1 of that year. There shall be a late payment fee of one-hundred dollars (\$100) for failure to comply with the foregoing for the first offense, two-hundred fifty dollars (\$250) for the second offense, and five hundred dollars (\$500) for the third and subsequent offenses.

For reference regarding the alcohol code:

3.42.090 – Late payment and/or filing; failure to pay and/or file

- A. If for any reason a tax return required by this chapter is not filed, or a tax imposed under this chapter is not paid when due, a penalty shall be added and collected as follows. For the first offense, \$50.00 or five percent (5%) on the amount of tax which remains unpaid, whichever is greater; for the second offense, \$100.00 or five percent (5%) on the amount of tax which remains unpaid, whichever is greater; and for the third and subsequent offenses, \$150.00 or five percent (5%) on the amount tax which remains unpaid, whichever is greater.

Whenever any person shall fail to pay any tax as provided in this chapter, the City Attorney, upon the request of the Finance Director, shall bring or cause to be brought an action to enforce the payment of the tax on behalf of the City and reasonable attorney's fees incurred in bringing such action in any court of competent jurisdiction.

City of St. Charles, Illinois
Ordinance No. 2023-M- _____

**An Ordinance Amending Title 5 “Business Licenses and Regulations”,
Chapter 5.08 “Alcoholic Beverages”; Sections 5.08.095 “Late Night Permit”
and 5.08.140 “License – Renewal Deadline” of the St. Charles Municipal Code**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES,
KANE AND DUPAGE COUNTIES, ILLINOIS, AS FOLLOWS:**

SECTION ONE: That Title 5 “Business Licenses and Regulations”, Chapter 5.08 “Alcoholic Beverages”, Section 5.08.095 “Late Night Permit” of the St. Charles Municipal Code, be and is hereby amended by replacing the existing portion of the section with the following:

3. Annually, the late-night permit renewal process shall commence on the first City business day in February. Current late-night permit holders shall submit a renewal application and include any requested changes. License holders applying for a new or renewing a late-night permit, they are required to specify whether they are applying for the 1:00 a.m. or the 2:00 a.m. permit. In addition, any new or renewal applications shall include a current business concept outlining the operations intended during the late-night permit term of one year, in conjunction with the liquor license to be issued on May 1 of the same year. Failure to provide a timely late-night permit application on or before the date set in the application renewal process may result in a delay in issuing said license and permit by May 1 of that year. There shall be a late payment fee of one-hundred dollars (\$100) for failure to comply with the foregoing for the first offense, two-hundred fifty dollars (\$250) for the second offense and five hundred dollars (\$500) for the third and subsequent offenses.

SECTION TWO: That Title 5 “Business Licenses and Regulations”, Chapter 5.08 “Alcoholic Beverages”, Section 5.08.140 “License – Renewal Deadline” of the St. Charles Municipal Code, be and is amended by replacing the entire section with the following:

Any licensee may renew its local liquor license at the expiration thereof; provided, that it is then qualified to receive a local liquor license and the premises for which such renewal local liquor license is sought are suitable for such purpose; provided further, that the renewal privilege provided for in this section shall not be construed as a vested right which shall in any case prevent the City Council from decreasing the number of local liquor licenses to be issued within the City. A liquor licensee shall file an application for renewal of a local liquor license, accompanied by the applicable local liquor license fee and all required documentation, including dram shop insurance coverage, on or before the date set in the application renewal process in any given year. There shall be a late payment fee of one-hundred dollars (\$100) for failure to comply with the foregoing for the first offense, two-hundred fifty dollars (\$250) for the second offense, and for the third and subsequent offenses, five-hundred dollars (\$500.00).

SECTION THREE: That, after the adoption and approval hereof, this Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the City Council of the City of St. Charles, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

SECTION FOUR: This Ordinance shall be in full force and effect ten (10) days from and after its passage by a vote of the majority of the corporate authorities now holding office, approval and publication in the manner provided by law.

PRESENTED to the City Council of the City of St. Charles, Illinois, this ____ day of _____, 2023.

PASSED by the City Council of the City of St. Charles, Illinois this ____ day of _____, 2023.

APPROVED by the Mayor of the City of St. Charles, Illinois, this ____ day of _____, 2023.

Lora Vitek, Mayor

ATTEST:


City Clerk

COUNCIL VOTE:

Ayes : _____

Nays : _____

Absent : _____

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 6a
	Title:	Recommendation to approve a Resolution Authorizing an Agreement with Granicus, LLC, to Provide Digital Government Software for a Not-to-Exceed Cost of \$67,146	
	Presenter:	Penny Lancor, Enterprise Applications Manager	
Meeting: Government Operations Committee		Date: April 17, 2023	
Proposed Cost: \$ 67,146 (Phase I)		Budgeted Amount: \$84,507	Not Budgeted: <input type="checkbox"/>
TIF District: None			
<p>Executive Summary (if not budgeted, please explain):</p> <p>Background</p> <p>The City's current digital government software consists of multiple disconnected applications on a variety of technology platforms. These include open source content management systems and involve a wide range of supporting technologies. These technologies include infrastructure hosting on three different platforms and multiple supporting cloud software services supplied by multiple providers.</p> <p>The City conducts hundreds of business transactions with residents, visitors, and business every day. Currently, most of these business transactions are administered through inefficient manual processes. Replacing cumbersome manual services with efficient digital services is known as digital transformation. Digital transformation is occurring across most industries, and municipal government is no exception. The outcome of this initiative will result in a cohesive single vendor platform that the City will use to deliver efficient digital services to its constituents.</p> <p>The Project</p> <p>The components of the platform will be implemented in phases. The three general phases of the initiative are:</p> <ul style="list-style-type: none"> • Phase I: Replacement of the City websites and initiation of digital forms and communications • Phase II: Digital public meeting management, and a citizen engagement application (similar to the one used for the Strategic Planning process) • Phase III: Digital public records request management <p>This recommendation of award is for Phase I of the project.</p> <p>Selection Process</p> <p>In June 2022, a Request for Proposal (RFP) was released for this initiative. Two vendors expressed interest and were issued RFP packages. A team representing every City department participated in vendor demonstrations. A total of 12 demonstrations were conducted and scored, and seven municipal references were interviewed. Granicus is the only responding vendor to be compliant with federal government security standards. After careful review of scores and team discussions, Granicus was selected as the vendor that could best provide the software under consideration, while also consolidating administration within a single platform.</p> <p>Attachments (please list): Resolution, Agreement</p> <p>Recommendation/Suggested Action (briefly explain): Approve an agreement with Granicus to provide digital government software for a not-to-exceed cost of \$67,146</p>			

**City of St. Charles, Illinois
Resolution No.**

**Recommendation to approve a Resolution Authorizing an
Agreement with Granicus, LLC, to Provide Digital Government
Software for a Not-to-Exceed Cost of \$67,146**

**Presented & Passed by the
City Council on**

WHEREAS, a strategic goal of the City’s 2023-2027 Strategic Plan is to modernize the City’s digital presence to increase accessibility, information sharing, and services online; and

WHEREAS, the City solicited a Request for Proposals for digital government software; and

WHEREAS, Granicus, LLC submitted a proposal that met the City’s requirements at the best value;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, an Agreement be approved with Granicus, LLC in the submitted amount.

PRESENTED to the City Council of the City of St. Charles, Illinois, this ____ day of ____, 2023

PASSED by the City Council of the City of St. Charles, Illinois, this ____ day of ____, 2023

APPROVED by the Mayor of the City of St. Charles, Illinois, this ____ day of ____, 2023

Lora Vitek, Mayor

ATTEST:

City Clerk


COUNCIL VOTE:

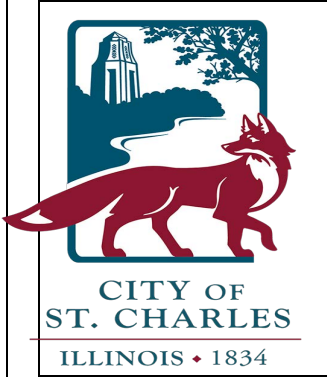
Ayes:

Nays:

Absent:

Abstain:

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 6b
	Title:	Recommendation to approve a purchase of Microsoft Exchange software licensing from Dell Marketing LP in the amount of \$45,320.	
	Presenter:	Larry Gunderson, Director of Information Systems	
Meeting: Government Operations Committee		Date: April 17, 2023	
Proposed Cost: \$45,320		Budgeted Amount: \$45,320	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>The City's current version of its on-premise email solution, Microsoft Exchange, has reached its end of support and needs to be upgraded to the latest version, Exchange 2019. The purchase and implementation of on-premise Exchange 2019 will allow the City to remain compliant with a supported version of Exchange until it migrates to Microsoft Office 365, the cloud-hosted version of Microsoft enterprise software. Due to staff resource limitations, the migration to Microsoft 365 will be delayed until later in FY 24.</p> <p>The cost for Microsoft Exchange 2019 is from State of Illinois master contract #CMT1176800, which was awarded to Dell Marketing LP. Through the master contract with Dell, Microsoft provides discounted volume pricing on all Microsoft products to any Illinois state agency or local government. The purchase is funded through the City's Equipment Replacement fund, which provides annual funding for the replacement of the City's core end-user technology.</p>			
Attachments (please list):			
Bid Waiver Form, Resolution			
Recommendation/Suggested Action (briefly explain):			
Recommendation to approve the purchase of Microsoft Exchange software licensing from Dell Marketing LP in the amount of \$45,320.			



BID WAIVER

One Time

Today through

Description: _____

Requested Vendor: _____

Requested by: _____

Date: _____

Approval: _____

Department Head

Bid Waivers are required when there are unique circumstances related to a proposed procurement that has not been competitively solicited.

1. This procurement is valued at \$ _____ for this one time order, and/or

\$ _____ for a 12 month period.

2. This good/service has been competitively solicited within the past 24 months. Yes No

If yes: Was the solicitation published on the city website? Yes No

3. Justification for Bid Waiver

Emergency i.e. declared by the Mayor and applicable to EOC/FEMA procedures.

Urgent i.e. required to resolve an unanticipated problem that, if not resolved within 48 hours, may cause undue risk to individuals and/or extensive damage to property.

Need for these goods/services were **not anticipated and procurement through normal channels would take too long.**

A responsible **contractor was on site** performing a related repair, and, based on professional judgement; it was prudent to request this service/repair from said contractor.

These goods are replacement parts for a **warranted item, and the warranty is still in place**, and purchase of a non-brand item will jeopardize warranty.

These goods/services are **inherently related to, and an ongoing part of**, other goods/services previously provided by the Provider.

These goods utilize a **proprietary, patent, trademark, or customized programing** resulting in lack of competition.

These goods are **standardized** for operational safety and efficiency.

These goods are only available through the provider's **local distribution** channels.

Other:

**City of St. Charles, Illinois
Resolution No.**

**A Resolution Authorizing the Purchase of Microsoft Exchange 2019
software licensing from Dell Marketing LP in the submitted amount**

**Presented & Passed by the
City Council on**

WHEREAS, pursuant to the Illinois Governmental Joint Purchasing Act (30 ILCS 525/1, et seq.) the City may purchase personal property, supplies and services joining with other governmental units; and Illinois State Statutes authorize municipal governments to jointly purchase supplies; and

WHEREAS, the State of Illinois has publicly and competitively bid for a Joint Purchase Master Contract for a Microsoft Licensing Solutions Provider; and

WHEREAS, the State of Illinois awarded master contract #CMT1176800 to Dell Marketing LP of Round Rock, TX, the lowest priced responsive and responsible bidder, for the provision of Microsoft products, support and services and has made the contract available to other public entities; and

WHEREAS, the City solicited a quote for Microsoft Exchange 2019 software licensing from Dell Marketing LP; and

WHEREAS, Dell Marketing LP submitted contract pricing through State of Illinois master contract #CMT1176800;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, an Agreement be approved with Dell Marketing LP in the submitted amount.

PRESENTED to the City Council of the City of St. Charles, Illinois this ____ day of __, 2023

PASSED by the City Council of the City of St. Charles, Illinois, this ____ day of ____, 2023

APPROVED by the Mayor of the City of St. Charles, Illinois, this ____ day of ____, 2023

Resolution No. _____

Page 2

Lora Vitek, Mayor

ATTEST:

City Clerk


COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 7a
	Title:	Recommendation to Approve a Service Agreement with the St. Charles Business Alliance in the Amount of \$698,600 for Fiscal Year 2023-2024.	
	Presenter:	Derek Conley, Economic Development Director	
Meeting: Government Operations Committee		Date: April 17, 2023	
Proposed Cost: \$ 698,600		Budgeted Amount: \$698,600	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Background:			
<p>Attached is the proposed Service Agreement with the St. Charles Business Alliance (SCBA) for fiscal year 2023-2024. The agreement is in the amount of \$698,600 and is comprised of funding from two sources: \$262,000 of anticipated proceeds of SSA 1B and \$436,600 from the City’s Hotel tax revenues in the General Fund. The funding requested represents the same funding as approved for FY 2022-2023.</p> <p>The amount of funding included in the service agreement is consistent with the presentation that the SCBA made at the February 6, 2023 Government Operations Committee meeting and consistent with feedback received from the City Council during budget discussions.</p> <p>The 2022-2023 year represents the fifth year of the SCBA’s existence. The SCBA was formed in 2019 as a result of the consolidation of the former Downtown St. Charles Partnership (DSCP) and the Greater St. Charles Visitor & Convention Bureau (CVB).</p> <p>Note there were edits to the St Charles Business Alliance’s agreement made to cleaning up language that was left over from when they were two organizations (The Downtown St Charles Partnership & The Greater Charles Convention and Visitors Bureau). The Alliance’s measurables that are included in the agreement are; general brand development and growth, sponsorships, marketing, attendance for events, business feedback, tax revenue growth, volunteer engagement, hotel engagement, and sales success.</p>			
Attachments (please list):			
Service Agreement 2023-2024 Exhibit A			
Recommendation/Suggested Action (briefly explain):			
Recommendation to Approve a Service Agreement with the St. Charles Business Alliance in the Amount of \$698,600 for Fiscal Year 2023-2024.			

**AGREEMENT FOR SERVICES BETWEEN THE CITY OF ST. CHARLES AND
THE ST. CHARLES BUSINESS ALLIANCE, AN ILLINOIS NOT-FOR-PROFIT CORPORATION**

WHEREAS, the City of St. Charles, hereinafter referred to as "City," is desirous of promoting and developing tourism and conventions; and,

WHEREAS, the City is also desirous of promoting and preserving and revitalizing business attraction through planning, development and redevelopment activities; and

WHEREAS, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax," of the City of St. Charles, Illinois, Municipal Code (hereinafter referred to as "Hotel Tax Ordinance") provides for such activities in accordance with the limitations of the ordinance; and,

WHEREAS, pursuant to Ordinance No. 1993-M-63 (the "SSA Ordinance"), the City established Special Service Area No. 1B (Downtown Revitalization) ("SSA1B") to fund certain services specified therein relating to economic development and promotional activities in the downtown area; and,

WHEREAS, St. Charles Business Alliance, an Illinois Not-For-Profit Corporation, ("St. Charles Business Alliance") was formed on July 1st, 2019 by virtue of Articles of Merger entered into by and between Downtown St. Charles Partnership, an Illinois Not-For-Profit Corporation and St. Charles Convention and Visitors Bureau, an Illinois Not-For-Profit Corporation; and

WHEREAS, the City and St. Charles Business Alliance desire to continue and enhance the services previously provided by each of these organizations.

NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

Section 1. City Funding.

A. SSA Tax. In consideration of the foregoing services provided by the St. Charles Business Alliance, the City agrees to pay to the St. Charles Business Alliance \$262,000 from the proceeds of the Special Service Area 1B tax levy (the SSA Tax), payable in equal monthly amounts of \$21,833.33 during the term of this Agreement beginning May 1, 2023.

B. Municipal Hotel Operator's Occupation Tax. In consideration of the additional services provided, the City agrees to pay St. Charles Business Alliance \$436,600.00, from the City's Hotel Tax revenue, payable in equal monthly amounts of \$36,383.33 during the term of this Agreement beginning May 1, 2023.

Section 2. Services.

A. SSA 1B Services. St. Charles Business Alliance shall provide the services as are requested by the City and authorized by the Ordinance which establishes SSA1B (Ordinance 1993-M-63). Such services shall be provided within the boundaries of SSA 1B, as such boundaries may be modified from time to time. St. Charles Business Alliance shall make no expenditures from receipts of the SSA Tax unless such expenditures are in compliance with the terms of the "municipal services" set forth in Ordinance 1993-M-63 (The SSA Ordinance).

B. Additional Services. St Charles Business Alliance shall also provide the services incorporated herein and as follows:

1. Analyze the St Charles area's major attributes with the purpose of capitalizing on those characteristics for the promotion of economic activity, tourism and hotel stays in St Charles;
2. Create and execute an annual marketing & events plan with defined goals and objectives. Create and execute marketing efforts to promote economic activity, hotel stays, and tourism. Plan will include year over year analytics and results of efforts to be reported annually. Including anecdotal feedback from the community and St. Charles businesses;
3. Continue to provide communication and leads to the St. Charles hospitality community which would include, but is not limited to: hotels, convention centers, sports, banquet venues, training centers and restaurants. Research target markets to plan effective marketing to meeting planners and potential business' or organizations that would benefit from the hospitality offerings in St. Charles;
4. Maintain and enhance existing relationships with St Charles hotels. Continue to meet with the hospitality community on a quarterly basis to understand their needs and challenges. Serve as a resource to the St Charles hospitality community to help them address their needs and meet their challenges;
5. Serve as a resource to St Charles Businesses, retail and restaurants and serve as a liaison between the business community and the City when appropriate;
6. Plan, executive, and seek sponsorship on all levels to assist in the funding of planned special events and Alliance programs that benefit the St. Charles business community;
7. To the best of their ability, interface with local, state and regional tourist and convention bureaus;
8. Continue to assess the results of the St. Charles Business Alliance work, events and programs and provide annual written reports to the City Council during the first quarter of each calendar year. This report will review the goals/metrics provided in Exhibit A, attached hereto and incorporated hereto.

Section 3. Indemnification. To the fullest extent permitted by law, the St. Charles Business Alliance hereby agrees to defend, indemnify and hold harmless the City against all loss, damages, claims, suits, liabilities, judgments, costs and expenses which may in anyway accrue against the City, its officials, agents and employees, arising in whole or in part or in consequence of the performance of this Agreement by the St. Charles Business Alliance, its officials, agents and employees, except that arising out of the sole legal cause of the City, its officials, agents or employees, and the St. Charles Business Alliance shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefor or incurred in connection therewith, and, if any judgment shall be rendered against the City, its officials, agents and employees, in any such action, the St. Charles Business Alliance shall, at its own expense, satisfy and discharge the same.

Section 4. Mutual Cooperation. The Parties shall utilize their best efforts to share and communicate relevant information in a timely and effective/efficient manner, and work together to accomplish their common and mutual goals. The Parties shall do all things necessary or appropriate to carry out the terms and provisions of this Agreement and to aid and assist each other in furthering the objectives of this Agreement.

Section 5. Recordkeeping. The St Charles Business Alliance shall maintain records of all of its activities performed under this Agreement for a period of at least seven years, which records shall upon request be subject to inspection and copying by the City or its designated agent at the City's sole expense at any reasonable time or times during the operation of this Agreement and for a period of six years thereafter. St. Charles Business Alliance will maintain a separate accounting of the receipt and the use of the SSA tax receipts described herein. This Section shall survive termination of this Agreement.

Section 6. Monthly Financial Report. St. Charles Business Alliance shall provide City with a monthly financial report including a profit and loss statement, and a balance sheet. The current profit and loss statement, along with a summary of activities undertaken regarding St. Charles Business Alliance services hereunder, shall be provided to the City within thirty (30) days after the end of the month for which the statement is prepared. A separate accounting of the receipt and expenditure of SSA Tax funds will be maintained and filed with the monthly financial statement referenced herein.

Section 7. Compliance with City's Policy. In addition to the requirements set forth in this Agreement, St. Charles Business Alliance shall comply with the provisions of the City's Policy Regarding Funding for External Agencies, as such policy is in effect from time to time.

Section 8. Relationship of the Parties. Nothing contained in this Agreement nor any act of the City or the St. Charles Business Alliance shall be deemed or construed by any of the Parties, to create any relationship of principal or agent, or of limited or general partnership, or of joint venture, or of any association or relationship involving the City or St. Charles Business Alliance. St. Charles Business Alliance shall not enter into any relationship, contractual or otherwise, which will subject the City to any liability and shall have no authority to bind the City in any matter.

Section 9. No Third Party Rights. Nothing in this Agreement, whether express or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any person other than the Parties hereto and their respective permitted successors and assigns, nor is anything in this Agreement intended to incur or discharge the obligation or liability of any third person to any Party, nor shall any Provision give any third person any right of subrogation or action over or against any Party to this Agreement.

Section 10. Amendment. This Agreement may be amended by mutual consent. Any such amendment shall be effective only if evidenced by a written instrument executed by the Parties.

Section 11. Notices. All notices hereunder shall be in writing and must be served either personally or by registered or certified mail to:

- A. The City at:
City of St. Charles
2 East Main Street
St. Charles, IL 60174
Attention: City Administrator
- B. St. Charles Business Alliance at:
2 E. Main Street
St. Charles, IL 60174
Attn: Executive Director
- C. To such other person or place which either Party hereto, by its prior written notice, shall designate for notice to it from the other Party hereto.

Section 12. Integration. This Agreement together with all Exhibits and attachments thereto, constitute the entire understanding and agreement of the Parties. This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto, and supersedes all negotiations or previous agreements between the Parties with respect to all or any part of the subject matter hereof.

Section 13. Assignment. Neither of the Parties may assign its rights and privileges or its duties and obligations under this Agreement without the written consent of the other Party. This Agreement shall inure to the benefit of each Party and their respective successors and assigns.

Section 14. Governing Law. This Agreement and the application of the terms contained herein shall be governed by the laws of the State of Illinois.

Section 15. Remedies for Default. In addition to all other remedies that may be available under law, in the event of a default by either Party under this Agreement, the other Party may elect to terminate the Agreement by Serving ten-day written notice upon the other Party.

Section 16. Non-Waiver. Any failure or delay by any Party in instituting or prosecuting any actions or proceedings or in otherwise exercising its rights hereunder shall not operate as a waiver of any such rights or to deprive it of or limit such rights in any way. No waiver in fact made by a Party with respect to any specific default by the other Party shall be considered or treated as a waiver of the rights of the waiving Party with respect to any other defaults by the defaulting Party or with respect to the particular default except to the extent specifically waived in writing.

Section 17. Headings. The headings contained in this Agreement are for convenience of reference only and shall not limit or otherwise affect in any way the meaning or interpretation of this Agreement.

Section 18. Invalidity. Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be valid under applicable law, but if any provision of this Agreement shall be held to be invalid or prohibited hereunder, such provision shall be ineffective to the extent of the prohibition or invalidation, but shall not invalidate the remainder of such provision or the remaining provisions of this Agreement.

Section 19. Term of Agreement. Unless sooner terminated by agreement of the Parties or otherwise pursuant to the provisions of this Agreement, this Agreement shall be effective upon the execution by both Parties thereto and shall continue in effect through April 30, 2024.

Section 20. Counterparts. This Agreement may be executed in multiple, identical counterparts and all said counterparts shall, taken together, constitute this integrated Agreement.

IN WITNESS WHEREOF, the undersigned have hereto set their hands and seals _____ day of _____, 2023.

CITY OF ST. CHARLES

By: _____
City Administrator

ATTEST:

City Clerk

ST. CHARLES BUSINESS ALLIANCE,
A Not-for-Profit Corp.


By: _____
Its: _____

ATTEST:

Exhibit "A"-

Goals/Metrics

- **General brand development and growth**
- **Sponsorships**
 - Hold Consistent
- **Marketing**
 - Increase social media presence
 - Show increased progress of impressions and participation
 - Continue consistent branding in all programming
 - Target demographic through research
- **Projected Attendee Participation**
 - Number of hits to event landing page to increase year over year
 - Number of newsletter subscribers to increase
 - Increased number of shares
 - Landing page conversion rate to increase year over year
- **Feedback from Businesses**
 - Increased number of businesses visited for retention
 - Increased Business participation
 - Continue to survey after events and programming
- **Tax Revenue Growth**
- **Volunteer Engagement**
 - Increase number of volunteers for committees and events
 - Increase number of volunteer hours with tracking
 - Volunteer retention
- **Hotel Engagement**
 - Build stronger relationships with hotels
 - Market local businesses to hotel guests
 - Send RFP's to qualified hotels
 - Identify & track group's local purchases
 - Send event and marketing information to hotels
- **Sales Success**
 - Market the destination to raise awareness of St. Charles
 - Attend sales conferences to develop relationships/leads
 - Increase sales calls/activities
 - Increase qualified group leads
 - Increase % of groups returning
 - Measure # of contracts signed
 - Partner with hotels to book new business, renew existing

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 7.b
	Title:	Recommendation to Approve the Service Agreement with the St. Charles History Museum for FY 2023-2024 in the amount of \$50,000	
	Presenter:	Bill Hannah, Finance Director	
Meeting: Government Operations Committee		Date: April 17, 2023	
Proposed Cost: \$ 50,000		Budgeted Amount: \$50,000	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>The service agreement with the St. Charles History Museum in the amount of \$50,000 for FY 2023-2024 is attached. The St. Charles History Museum made its annual presentation at the Government Operations Committee Meeting on February 6, 2023. The Museum requested funding in the amount of \$50,000 at that presentation, which is the same as the funding received for FY 2022-23. The amount is consistent with the amount reflected in the 2023-2024 City budget.</p>			
Attachments (please list):			
St. Charles History Museum Service Agreement FY 2023-24			
Recommendation/Suggested Action (briefly explain):			
Seeking a Motion to Approve the Service Agreement with the St. Charles History Museum for FY 2023-2024 in the amount of \$50,000			

**AGREEMENT FOR SERVICES BETWEEN THE CITY OF ST. CHARLES AND
THE ST. CHARLES HISTORY MUSEUM**

WHEREAS, the City of St. Charles, hereinafter referred to as " City," is desirous of promoting the rich history and culture of St. Charles; and,

WHEREAS, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax," of the City of St. Charles, Illinois, Municipal Code (hereinafter referred to as "Hotel Tax Ordinance") provides for such activities in accordance with the limitations of the ordinance; and,

WHEREAS, the St. Charles History Museum, (hereinafter referred to as "the History Museum") an Illinois not-for-profit organization certified by the State of Illinois to collect, preserve, and present the history of the City of St. Charles and St. Charles Township, can provide research facilities, exhibits, and programs to residents and visitors to St. Charles.

NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

- I. In consideration of the promises, terms and conditions set forth, the History Museum shall devote its energies to presenting the history of the Greater St. Charles area including, but not limited to, museum exhibits, satellite exhibits, public programs, school programs on site and in the classrooms, and participation in community festivals when feasible. Activities to include, but not limited to:
 - A. Maintaining permanent and rotating exhibits on various St. Charles history subjects at the History Museum and other locations in the community;
 - B. Offer public programs for residents and visitors by working with other community groups to bring in speakers and experts on various topics relating to local, state, and regional history and culture;
 - C. Work with teachers and principals to create and offer programs for CUSD 303 schools to supplement the local history unit and other relevant units;
 - D. Work with local festival and event coordinators to offer services including bus tour guides, and to coordinate possible exhibit opportunities;
 - E. Maintain and enhance existing relationships with St. Charles community stakeholder organizations including the St Charles Business Alliance, Chamber of Commerce, St. Charles Community Unit School District 303, Public Library, Park District, St. Charles Township, and the City;
 - F. Seek grants on all levels to assist in the funding of planned activities;
 - G. Interface with other local, state and regional museum organizations to ensure best practices are being met;

- H. Continue to assess the results of the History Museum's work and provide annual written reports to the City Council.
- II. In consideration of the foregoing services provided by the History Museum, City agrees to pay to the History Museum \$50,000 (Fifty Thousand Dollars) for the period beginning May 1, 2023 and ending April 30, 2024. Payment shall be made on a monthly basis.
- III. The History Museum will not enter into any relationship, contractual or otherwise, which will subject City to any liability. The History Museum, an independent contractor, receives funding from the City to provide programs and exhibits highlighting the history of St. Charles and has no authority to bind the City in any matter. The History Museum further agrees to indemnify and hold harmless the City from any and all liability, losses or damages, including reasonable attorney's fees, arising from the execution or implementation of this agreement.
- IV. The History Museum shall maintain records of all of its activities for a period of at least seven years, which records shall upon request be subject to inspection and copying by City or its designated agent at City's sole expense at any reasonable time or times during the operation of this agreement and for a period of six years thereafter.
- V. This agreement shall terminate on April 30, 2024, and the consideration therefore may be renewed by a written instrument executed by both parties.
- VI. The History Museum shall provide the City with monthly financial reports including profit and loss statements, along with a balance sheet, once approved by the Museum Board. The History Museum shall comply with the terms and conditions of City's Policy Regarding Funding for External Agencies, as it exists on May 1, 2023.
- VII. The History Museum agrees that it will continue to identify, recruit, and appoint new and/or additional members to its Board of Directors to represent the entire community of the City of St. Charles. The History Museum also agrees to maintain its by-laws so as to restrict the duration and number of terms of office members of the Board of Directors may serve.
- VIII. Upon termination of this agreement, any funds paid to the History Museum and not used or otherwise subject to pending contract requirements of the History Museum shall be returned to the City.

- IX. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving ten-day written notice upon the other party.
- X. The foregoing is the entire agreement made by and between the parties hereto and has been examined by each of the said parties.
- XI. Any amendment to this agreement shall be effective only if evidenced by a written instrument executed by the parties hereto.


IN WITNESS WHEREOF, the undersigned have hereto set their hands and seals this _____ day of May, 2023.

ST. CHARLES HISTORY MUSEUM

CITY OF ST. CHARLES

By _____
President

Mayor

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 7c
	Title:	Recommendation to approve an Ordinance Amending Title 13, “Public Utilities, Chapter 13.16 “Water” of the St. Charles Municipal Code to Allow for Changes in the Rate Structure for the Water Utility	
	Presenter:	Bill Hannah, Director of Finance	

Meeting: Government Operations Committee

Date: April 17, 2023

Proposed Cost: \$ *N/A*

Budgeted Amount: N/A

Not Budgeted:

TIF District: None

Executive Summary (if not budgeted, please explain):

During the recently completed budget process, staff presented information regarding the need to implement utility rate increases in order to continue funding the significant utility capital improvement projects the City has committed to doing over the last several years. These rate increases are based partly on the last completed utility rate study from 2019.

Listed below is a summary of each utility along with the recommended increase in the context of what was recommended as part of the last study. These changes as described below would result in an approximate 4.7% increase to the typical monthly utility bill, increasing from \$262 to \$274 dollars, or about \$12 per month.

Electric Utility

The City’s electric utility, as discussed during the budget process, is overall in good financial shape. The recently approved budget for next year is balanced, with roughly \$69 million in revenues and expenditures, with net current assets of \$40 million. Most of the fund’s capital projects for next year and immediate future are more maintenance related. The rate study recommended a 2.0% increase in rates for this upcoming year.

Recommendation: No changes to electric rates for the upcoming year. This would be the 4th year in a row that the City has felt it was able to forgo the recommended rate increase for the electric utility. Previous rate recommendations were 1.5% for 2020, 1.5% for 2021, 2.0% for 2022 and 2.0% for 2023 and none of the increases were recommended for implementation.

Water Utility

As discussed during the budget process, the City’s Water Fund is currently undertaking a significant amount of capital projects that were identified both several years ago and during the capital planning process. The adopted budget projects \$17.5 million in revenues and \$20.8 million in expenditures, utilizing \$3.2 million of the Water Fund’s projected net current assets of \$4.5 million. Some of these current projects for next year include:

- Completion of the Well #7 to Well #13 Interconnection Project (\$5.4 million; almost complete)
- Design of the expansion of Well #8 for needed pumping capacity (\$1.3 million; in planning)

- Various watermain replacement projects (\$2.2 million; in planning)

The Water Fund's budget for next year removed about \$2.6 million in capital projects due to a lack of funds and capacity to repay additional loans/bonds in addition to what is already being incurred and previously committed, as the debt service coverage ratio for the Water Fund has consistently been tracking below the 1.0 recommended level.

In addition, there are a number of additional capital projects in the Water Fund that will require funding in the future. Some of these include:

- Construction of the expansion of Well #8 (\$13.0 million, IEPA loan, in-planning)
- Significant watermain replacement projects (\$8.0+ million next several years)
- Replacement of water metering infrastructure (\$3-5 million, in-planning)
- Replacement of lead water lines (\$2-3 Million/yr. estimated)

Most of these capital projects will require additional discussion and analysis of funding options in the future. Projects will be further refined as part of the update of the water and sewer utility master plan this upcoming year.

Recommendation: The prior rate study recommended four (4) consecutive 10.5% rate increases beginning in 2020. The actual water rate increases implemented since 2020 were 9.0% for 2020, 9.0% for 2021, and 12.0% for 2022. 12.0% was implemented last year to make up for one of the years in 2020 and 2021 when less than the recommended amount was approved. 12.0% is recommended again for 2023 in order to fully implement the recommended rate increases. This would generate approximately \$800,000 in needed, additional revenue for capital projects and debt repayment.

Wastewater Utility

The City's Wastewater Fund's budget was approved with revenues of \$25.6 million and expenditures of \$30.2 million, utilizing about \$4.6 million of the Wastewater Funds net current assets. As with the Water utility, the Wastewater utility is also undergoing a significant number of capital projects to improve the capacity and capability of the system. As previously discussed, some of these ongoing projects the City committed to funding include:

- Expansion of the west-side treatment facility (\$19.0 million / IEPA Loan; almost complete)
- Replacement of the Riverside Lift Station (\$17.0 million / IEPA loan; in-progress)
- Eastern Sewer Trunk Main Improvements (\$18.0 million estimate Phase II)

These projects will necessitate additional revenues to repay the additional debt service on the IEPA loans. Total annual debt service is increasing next year from \$3.6 million annually to \$4.2 million annually. Additional revenues are needed in order to bring the City closer in line with the recommended 1.0 debt service coverage level.

Recommendation: The prior rate study recommended four (4) consecutive 5.0% rate increases beginning in 2020. The actual sewer rate increases implemented since 2020 were 5% for 2020, 2.0% for 2021 and 5.0% for 2022. A rate increase of 6% is recommended for next year which would generate about \$550,000 in additional revenue for debt repayment on capital projects. This is less than the 8% originally discussed during the budget process as the targeted use of one-time revenues

last year offset some of the costs of the Phase I eastern sanitary sewer intercept project. In addition, the City's monthly EPA mandate fee of \$2.75 per month would remain the same next year.

Summary

The following summarizes the recommended rate increases effective for usage on and after May 1, 2023:

Electric: 0%

Water: 12%

Sewer: 6%

As previously stated, these changes would result in an approximate 4.7% increase to the typical monthly utility bill, increasing from \$262 to \$274 dollars, or about \$12 per month.

During and after the budget process, staff spent time analyzing rate increases necessary to continue to improve the ability of the City to meet its capital/loan obligation commitments resulting from utility's operating and capital needs, while acknowledging the overall impact to customers. As previously discussed, most of the capital projects which require funding involve critical capacity requirements or the replacement of outdated infrastructure. The cost of many of these improvements has increased due to inflation, supply chain issues and lack of available contractors and suppliers. Consideration of smaller increases would result in larger rate increases in future years.

It is also important that the City remain committed to its loan repayment and debt coverage obligations that it made when applying for IEPA loans for some of the above capital projects. Implementing necessary rate changes was also outlined as a goal in the City's recently adopted strategic plan which stated that the City should, "Evaluate and implement utility rates that provide the resources necessary to fund improvements to the City's water, sewer and electric systems"

Attachments (please list):

Ordinance Amending Title 13, "Public Utilities, Chapter 13.16 "Water" of the St. Charles Municipal Code to Allow for Changes in the Rate Structure for the Water Utility

Recommendation/Suggested Action (briefly explain):

Seeking Discussion and Approval of an Ordinance Amending Title 13, "Public Utilities, Chapter 13.16 "Water" of the St. Charles Municipal Code to Allow for Changes in the Rate Structure for the Water Utility

City of St. Charles, Illinois
Ordinance No. 2023-M-_____

**An Ordinance Amending Title 13 “Public Utilities”, Chapter 13.16, “Water”,
of the St. Charles Municipal Code**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES,
KANE AND DUPAGE COUNTIES, ILLINOIS, as follows:

Section 1. That Title 13 “Public Utilities”, Chapter 13.16 “Water”, Section 13.16.190 “Net Charges for Property with Buildings Connected to System”, of the St. Charles Municipal Code, is hereby deleted in its entirety and in lieu thereof the following language shall be substituted:

“13.16.190 Net Charges for Property with Buildings Connected to System

**All property upon which any building has been or may be hereafter erected
having a connection with the water system shall pay the following charges:**

**1. Customer Charge. The following customer charge is for all general service
water customers:**

Customer Charge

<u>Meter Size</u>	<u>Per Month</u>
3/4” and under	\$ 13.71
1”	\$ 17.66
1-1/4”	\$ 21.46
1-1/2”	\$ 24.71
2”	\$ 33.35
3”	\$ 53.01
4”	\$ 80.90
7-1/2”	\$ 218.06

2. Water Charge. The following water rates apply to all customers:

**Base Water Rate – Five dollars and seventy-five cents (\$5.75) per 1000
gallons.**

***Excess Seasonal Water Rate – Nine dollars and eighty-two cents (\$9.82) per
1000 gallons.**

***Excess Seasonal Water Rate applies to water use that is billed to the customer starting in the month of June and the next four succeeding months.**

The excess seasonal water rate applies to water used during the above period which is greater than 130 percent of the monthly average of water used during the winter quarter and which is greater than 6,500 gallons per month usage. All other water is billed at the base rate. New customers who have no history of water consumption during the winter quarter will be billed on the basis of actual consumption at the base rate until a winter average is determined.

Section 2. That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval and publication in pamphlet form as provided by law; provided, however, that the rates set forth herein shall be effective for the first billing period subsequent to June 1, 2023.

Section 3. That after the adoption and approval hereof this Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this _____ day of May, 2023.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this _____ day of May, 2023.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, this _____ day of May, 2023.

Lora Vitek, Mayor

ATTEST:


City Clerk

COUNCIL VOTE:

Ayes: _____

Nays: _____

Absent: _____

	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 7d
	Title:	Recommendation to approve an Ordinance Amending Title 13, “Public Utilities, Chapter 13.12 “Sewer” of the St. Charles Municipal Code to Allow for Changes in the Rate Structure for the Sewer Utility	
	Presenter:	Bill Hannah, Director of Finance	

Meeting: Government Operations Committee

Date: April 17, 2023

Proposed Cost: \$ *N/A*

Budgeted Amount: N/A

Not Budgeted:

TIF District: None

Executive Summary (if not budgeted, please explain):

During the recently completed budget process, staff presented information regarding the need to implement utility rate increases in order to continue funding the significant utility capital improvement projects the City has committed to doing over the last several years. These rate increases are based partly on the last completed utility rate study from 2019.

Listed below is a summary of each utility along with the recommended increase in the context of what was recommended as part of the last study. These changes as described below would result in an approximate 4.7% increase to the typical monthly utility bill, increasing from \$262 to \$274 dollars, or about \$12 per month.

Electric Utility

The City’s electric utility, as discussed during the budget process, is overall in good financial shape. The recently approved budget for next year is balanced, with roughly \$69 million in revenues and expenditures, with net current assets of \$40 million. Most of the fund’s capital projects for next year and immediate future are more maintenance related. The rate study recommended a 2.0% increase in rates for this upcoming year.

Recommendation: No changes to electric rates for the upcoming year. This would be the 4th year in a row that the City has felt it was able to forgo the recommended rate increase for the electric utility. Previous rate recommendations were 1.5% for 2020, 1.5% for 2021, 2.0% for 2022 and 2.0% for 2023 and none of the increases were recommended for implementation.

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Most of these capital projects will require additional discussion and analysis of funding options in the future. Projects will be further refined as part of the update of the water and sewer utility master plan this upcoming year.

Recommendation: The prior rate study recommended four (4) consecutive 10.5% rate increases beginning in 2020. The actual water rate increases implemented since 2020 were 9.0% for 2020, 9.0% for 2021, and 12.0% for 2022. 12.0% was implemented last year to make up for one of the years in 2020 and 2021 when less than the recommended amount was approved. 12.0% is recommended again for 2023 in order to fully implement the recommended rate increases. This would generate approximately \$800,000 in needed, additional revenue for capital projects and debt repayment.

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These projects will necessitate additional revenues to repay the additional debt service on the IEPA loans. Total annual debt service is increasing next year from \$3.6 million annually to \$4.2 million annually. Additional revenues are needed in order to bring the City closer in line with the recommended 1.0 debt service coverage level.

Recommendation: The prior rate study recommended four (4) consecutive 5.0% rate increases beginning in 2020. The actual sewer rate increases implemented since 2020 were 5% for 2020, 2.0% for 2021 and 5.0% for 2022. A rate increase of 6% is recommended for next year which would generate about \$550,000 in additional revenue for debt repayment on capital projects. This is less than the 8% originally discussed during the budget process as the targeted use of one-time revenues

last year offset some of the costs of the Phase I eastern sanitary sewer intercept project. In addition, the City's monthly EPA mandate fee of \$2.75 per month would remain the same next year.

Summary

The following summarizes the recommended rate increases effective for usage on and after May 1, 2023:

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As previously stated, these changes would result in an approximate 4.7% increase to the typical monthly utility bill, increasing from \$262 to \$274 dollars, or about \$12 per month.

During and after the budget process, staff spent time analyzing rate increases necessary to continue to improve the ability of the City to meet its capital/loan obligation commitments resulting from utility's operating and capital needs, while acknowledging the overall impact to customers. As previously discussed, most of the capital projects which require funding involve critical capacity requirements or the replacement of outdated infrastructure. The cost of many of these improvements has increased due to inflation, supply chain issues and lack of available contractors and suppliers. Consideration of smaller increases would result in larger rate increases in future years.

It is also important that the City remain committed to its loan repayment and debt coverage obligations that it made when applying for IEPA loans for some of the above capital projects. Implementing necessary rate changes was also outlined as a goal in the City's recently adopted strategic plan which stated that the City should, "Evaluate and implement utility rates that provide the resources necessary to fund improvements to the City's water, sewer and electric systems"

Attachments (please list):

Ordinance Amending Title 13, "Public Utilities, Chapter 13.12 "Sewer" of the St. Charles Municipal Code to Allow for Changes in the Rate Structure for the Water Utility

Recommendation/Suggested Action (briefly explain):

Seeking Discussion and Approval of an Ordinance Amending Title 13, "Public Utilities, Chapter 13.12 "Sewer" of the St. Charles Municipal Code to Allow for Changes in the Rate Structure for the Water Utility

City of St. Charles, Illinois
Ordinance No. 2023-M-_____

**An Ordinance Amending Title 13 “Public Utilities”, Chapter 13.12,
“Sewers”, of the St. Charles Municipal Code**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST.
CHARLES, KANE AND DUPAGE COUNTIES, ILLINOIS, as follows:

Section 1. That Title 13 “Public Utilities”, Section 13.12.830 “Charges for Residential Users”, Subsection A, Section 13.12.840 “User Charges for Metered Water Consumption and Nonresidential Use”, Subsection A, is hereby deleted in its entirety and in lieu thereof the following language shall be substituted:

“13.12.830 Charges for Residential Users

A. The residential sewer user charge shall be as follows:

- 1. The following rate shall be charged for sewer service to all residential users of City sewers based upon metered water consumption: twenty-three dollars and one cent (\$23.01) demand charge per month plus seven dollars and twenty-nine cents (\$7.29) per one thousand gallons of water used with a maximum sewer charge not to exceed 130% of a residential user’s winter quarter water usage average. The residential user’s “winter quarter” water usage shall be defined as the water that is billed to the user in the months of January, February, and March. When the 130% calculation produces a fractional result, the customer maximum will be raised to the next whole number.**
2. Residential users in a building with more than one dwelling unit and with each unit having a sewer connection but no city water meter shall be charged the existing residential sewer demand charge per month. Sewer usage charge shall be billed to the customer billed for the water service and shall be based on the water used at the existing residential sewer rate per one thousand gallons.
3. Residential users in a building with only one dwelling unit with sewer connection but no city water purchases shall be charged for eight thousand gallons of usage at the existing residential rate per one thousand gallons plus the existing demand charge per month.
4. For new or recently constructed residential buildings or other customers which have a water meter and incomplete history of water consumption during a winter quarter, the existing residential rate per thousand gallons plus the existing demand charge per month shall be applied to their metered water consumption until the completion of a winter quarter.

5. **A fee is hereby imposed upon all residential users of City sewers for the purpose of funding various projects required to comply with mandatory standards promulgated by the United States and the Illinois Environmental Protection Agencies. This fee, termed “EPA Mandate Fee”, will be set at a flat rate of two dollars and seventy-five cents (\$2.75) per month.”**

“13.12.840 User Charges for Metered Water Consumption and Nonresidential Use

A. The non-residential sewer user charge shall be as follows:

1. **The following rate shall be charged for sewer service to all non-residential users of City sewers based upon metered water consumption: twenty-three dollars and one cent (\$23.01) demand charge per month plus seven dollars and twenty-nine cents (\$7.29) per one thousand gallons of water used.**
2. **The following rate shall be charged for sewer service to all non-residential users of City sewers where water consumption does not reflect the actual quantity of wastewater tributary to the wastewater treatment works: twenty-three dollars and one cent (\$23.01) demand charge per month plus seven dollars and twenty-nine cents (\$7.29) per one thousand gallons of wastewater actually discharged into the sewer system.**
3. Non-residential users in a building with more than one non-residential unit and with each unit having a sewer connection but no city water meter shall be charged the existing non-residential sewer demand charge per month. Sewer usage charge shall be billed to the customer billed for the water service and shall be based on the water used at the existing non-residential sewer rate per one thousand gallons.
4. Non-residential users in a building with no water purchases and a sewer connection without flow measurement equipment shall be charged the existing non-residential sewer demand charge per month, plus a user charge equivalent to six thousand gallons of usage at the existing non-residential sewer use rate per one thousand gallons. Non-residential users may be required to install flow measurement equipment pursuant to the conditions set forth in Section 13.12.940B.
5. **A fee is hereby imposed upon all non-residential users of City sewers for the purpose of funding various projects required to comply with mandatory standards promulgated by the United States and the Illinois Environmental Protection Agencies. This fee, termed “EPA Mandate Fee”, will be set at a flat rate of two dollars and seventy-five cents (\$2.75) per month.”**

Section 2. That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval and publication in pamphlet form as provided by law; provided, however, that the rates set forth herein shall be effective for the first billing subsequent to June 1, 2023.

Section 4. That after the adoption and approval hereof this Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this _____ day of May, 2023.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this _____ day of May, 2023.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, this _____ day of May, 2023.

Lora Vitek, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes: _____

Nays: _____

Absent: _____



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 7.*e

Title: Motion to Approve the Budget Revisions for March 2023

Presenter: Finance Director Bill Hannah

Meeting: Government Operations Committee

Date: April 17, 2023

Proposed Cost: \$ -0-

Budgeted Amount:

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Budget revisions for March 2023 – Information Only

Attachments *(please list):*

Budget revisions for March 2023

Recommendation/Suggested Action *(briefly explain)*

Budget Revisions for the City of St. Charles March 2023

CITY OF ST. CHARLES
Budget Revision Listing

March 2023

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
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The revisions shown herewith have been approved by the City Council, except as noted below.

Chairman, Government Operations Committee

Date


Vice Chairman, Government Operations Committee

Date

Finance Director

Date

Exceptions:

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 8a
	Title:	Recommendation to approve a Resolution in Support of Tax Increment Financing	
	Presenter:	City Administrator Heather McGuire	
Meeting: Government Operations Committee		Date: April 17, 2023	
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>Tax Increment Financing (TIF) is a powerful tool that allows the City of St. Charles to promote economic development and revitalization in blighted or underutilized areas. By earmarking a portion of the increased property tax revenue generated by a redevelopment project to finance the project, TIF can help fund infrastructure improvements, attract new businesses, and create jobs. TIF can also incentivize private investment, as developers and investors are more likely to invest in areas where public funds are being used to support redevelopment efforts. Furthermore, TIF has the potential to generate long-term benefits for the community, as increased property values and economic activity can lead to sustained economic growth and improved quality of life for residents.</p> <p>Many bills are being introduced in Illinois to make key changes to Tax Increment Financing Districts that are detrimental to a City's ability to successfully utilize TIF as a tool, including:</p> <ul style="list-style-type: none"> • New redevelopment project area shall have a completion date no later than December 31st of the 20th year after the ordinance was adopted (rather than the 23rd year), and provides that the redevelopment project area may be extended, with the approval of each member of the joint review board, only 2 additional years (rather than extended to the 35th year and extended again to the 47th year). • Provides that a municipality may not approve redevelopment project areas or expansions of redevelopment project areas that overlap with an existing redevelopment project area. • Provides that 10% of moneys deposited into the special tax allocation fund shall be transferred to the local chamber of commerce or chambers of commerce representing the redevelopment project area for the chamber or chambers of commerce to use for grants to businesses that employ fewer than 50 full-time employees if the business moves within the redevelopment project area. • Provides that, if a school district or community college district does not approve of the creation of a redevelopment project area, then the portion of the taxes attributable to the increase in the current equalized assessed valuation which would be payable to the nonconsenting district shall be paid to that district. Effective immediately <p>I recommend the approval of the attached resolution in Support of Tax Increment Financing.</p>			
Attachments (please list): Resolution, Fact Sheet			
Recommendation/Suggested Action (briefly explain): Recommendation to approve a Resolution in Support of Tax Increment Financing			

**The City of St. Charles, Illinois
Resolution No. _____**

A Resolution in Support of Tax Increment Financing

**Presented & Passed by the
City Council on _____**

WHEREAS, the City of St. Charles has the responsibility to promote economic development and revitalization of underperforming areas within the City; and

WHEREAS, the City of St. Charles recognizes that Tax Increment Financing (TIF) is a means to address areas of blight, support development, and promote local job creation and retention; and

WHEREAS, TIF incentives directly contribute to the expansion of the local tax base and attract private development and new businesses to the City; and

WHEREAS, the availability of TIF is a critical mechanism to spur economic development for the City;

WHEREAS, the Mayor and City Council of the City of St. Charles find that the availability of TIF as an economic development tool is essential for the continuing economic vitality of the City.

NOW, THEREFORE, be it resolved by the Mayor and City Council of the City of St. Charles as follows:

1. The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.
2. The City of St. Charles urges the Illinois General Assembly and Governor to protect TIF in its current form as a valuable economic development tool without additional restrictions on municipal governments and the communities they serve.
3. The City Clerk shall forward a copy of this Resolution to the Illinois Municipal League.

Date
Resolution No.

PRESENTED to the City Council of the City of St. Charles, Illinois, this ____ day of _____,
2023.

PASSED by the City Council of the City of St. Charles, Illinois this ____ day of _____,
2023.

APPROVED by the Mayor of the City of St. Charles, Illinois this ____ day of _____,
2023.

Mayor Lora A. Vitek

Attest:

City Clerk


Council Vote:

Ayes: _____

Nays: _____

Abstain: _____

Absent: _____

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item Number: 8b
	Title:	Recommendation to approve an Ordinance Amending Ordinance No. 2022-M-17 with Regard to the Deferred Imposition of a Municipal Push Tax on Plays of Video Gaming Terminals	
	Presenter:	Heather McGuire, City Administrator	
Meeting: Government Operations Committee		Date: April 17, 2023	
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
Executive Summary <i>(if not budgeted, please explain):</i>			
<p>As a reminder, the information below was presented on October 31, 2021, to approve Ordinance 2021-M-45. The original effective date of the Ordinance was set as May 1, 2022; the effective date was extended to October 31, 2022 (Ordinance No. 2022-M-17), then again to May 1, 2023 (Ordinance No. 2022-M-42) to allow appropriate time for some of these issues to develop before the tax is implemented. Since there continues to be a lack of regulatory guidance and pending litigation that creates uncertainty about how the tax may be imposed, this Ordinance defers the implementation of the tax to December 31, 2023.</p> <p>On October 27, 2021, the legislature amended SB 3136 (the “Bill”) to include limiting language regarding municipal “Push Taxes” for Video Gaming Terminals. The amendment stated that “Any home rule municipality that has adopted an ordinance imposing an amusement tax on persons who participate in the playing of video gaming terminals on or before November 1, 2021, may continue to impose such amusement tax pursuant to such ordinance but shall not increase, expand, or extend the tax or tax rate on such persons participating in playing video gaming terminals in excess of that tax or rate set forth in such ordinance and shall not otherwise impose any other tax upon any entity or person identified in subsection (c).” <u><i>As a result, we are required to pass an ordinance imposing such tax prior to November 1st in order to preserve our ability to do so.</i></u></p> <p>The Ordinance is drafted to reflect the intent of passing the tax through to the user of the terminal. It is not intended to be a tax on the Operator or impact the businesses that have Video Gaming Terminals. The Ordinance permits the Operators to determine how to collect the tax from the users. However, because of the condensed timeline with the amendment to and passage of the Bill, we anticipate modifications, rules, and regulations regarding the imposition, collection, and distribution of this tax in the coming months. We will monitor any changes and will bring any issues to City Council for discussion as necessary.</p> <p>In addition, there is pending litigation challenging the “push tax” and its implementation. The outcome of any litigation may affect the City’s ability to implement and collect this tax in the future.</p>			
Attachments <i>(please list):</i>			
Ordinance			
Recommendation/Suggested Action <i>(briefly explain):</i>			
Recommendation to approve an Ordinance Amending Ordinance No. 2022-M-17 with Regard to the Deferred Imposition of a Municipal Push Tax on Plays of Video Gaming Terminals			

City of St. Charles, IL
Ordinance No. 2023- M- _____

An Ordinance Amending Ordinance No. 2022-M-17
with regard to the Deferred Imposition of a Municipal Push Tax
on Plays of Video Gaming Terminals

WHEREAS, the City of St. Charles, as a home rule unit of local government as provided by Article VII, Section 6 of the Illinois Constitution of 1970, has the authority to exercise any power and perform any function pertaining to its government and affairs except as limited by Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, the Illinois Video Gaming Act, 230 ILCS 40/1 *et seq.*, as amended, regulates the operation, licensing, and administration of video gaming; and

WHEREAS, the City, in accordance with the Illinois Video Gaming Act, regulates video gaming activities within the City; and

WHEREAS, the City, pursuant to Ordinance No. 2021-M-45 (“Push Tax Ordinance”), imposed a tax upon the playing of Video Gaming Terminals within the City (“Municipal Push Tax”); and

WHEREAS, pursuant to the Push Tax Ordinance, due to a lack of regulatory guidance and pending litigation challenging the authority by municipalities to implement a Municipal Push Tax, the commencement of the imposition of the Municipal Push Tax was deferred until May 1, 2023, by Ordinance No. 2022-M-42; and

WHEREAS, the litigation remains pending and unresolved; and

WHEREAS, the Mayor and Council of the City find and determine that it is in the best interest of the City to extend the deferral of the imposition of the Municipal Push Tax to and until December 1, 2023 , to allow for additional time for the resolution of the uncertainty caused by the continued lack of regulatory guidance and pending litigation.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES, KANE, AND DUPAGE COUNTIES, ILLINOIS, AS FOLLOWS:

Section 1. The recitals above shall be and are hereby incorporated in this Section 1 as if restated herein.

Section 2. The deferred imposition of the Municipal Push Tax, as defined and provided for in Chapter 3.64 of the St. Charles Municipal Code, entitled “Video Gaming Terminal Municipal Push Tax,” is hereby extended from May 1, 2023, to and until December 1, 2023.

Section 3. Each section, paragraph, clause and provision of this Ordinance is separable and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision.

Section 4. Except as to the Code provision set forth above in this Ordinance, all chapters and sections of the City Code of the City of St. Charles, as amended, shall remain in full force and effect.

Section 5. This Ordinance shall be in full force and effect after passage, approval, and publication as required by law.

PRESENTED to the City Council of the City of St. Charles, Illinois, this 17th day of April 2023.

PASSED by the City Council of the City of St. Charles, Illinois, this 17th day of April 2023.

APPROVED by the Mayor of the City of St. Charles, Illinois, this 17th day of April 2023.

Lora A. Vitek, Mayor

ATTEST:

Nancy Garrison, City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain: