

**AGENDA**  
**THE CITY OF ST. CHARLES**  
**GOVERNMENT OPERATIONS COMMITTEE**  
**ALD. RON SILKAITIS, CHAIR**  
**MONDAY, AUGUST 15, 2022**  
**IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING**  
**CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET**

**1. Call to Order**

**2. Roll Call**

**3. Omnibus Vote**

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

**4. Police Department**

- a. Recommendation to approve a Proposal for a New Massage License Application for Fox Valley Massage Therapy located at 115 S Second Street, Upper Unit, St. Charles.
- b. Recommendation to approve a Proposal for an A-1 Liquor License Application for Mac's Beer Wine Spirits Located at 201 W. Main St., St. Charles.
- c. Recommendation to approve a Proposal for a B-1 Liquor License Application for Mr. Hibachi Express & Sushi, Located at 2762 E. Main St., St. Charles.

**5. Human Resources Department**

- a. Recommendation to approve a Resolution to Allow IMRF Service Credit for Military Service.

**6. Finance Department**

- \*a. Budget Revisions, May 2022
- \*b. Budget Revisions, July 2022

**7. Public Comment**

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

**9. Executive Session**

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

**10. Adjournment**

***ADA Compliance***

Any individual with a disability requesting a reasonable accommodation 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 by e-mail at [jmcmahon@stcharlesil.gov](mailto:jmcmahon@stcharlesil.gov). Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).

**AGENDA ITEM EXECUTIVE SUMMARY****Agenda Item Number: 4a****Title:**

Recommendation to approve a Massage License Application for Fox Valley Massage Therapy located at 115 S. Second Street, Upper Unit, St. Charles.

**Presenter:**

Police Chief Keegan

**Meeting:** Government Operations Committee**Date:** August 15, 2022

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted: ☐**Executive Summary** (*if not budgeted please explain*):

Fox Valley Massage Therapy, located at 115 S. 2<sup>nd</sup> St., Upper Unit, has applied for a massage license.

The background investigation has been completed with no concerns.

Please see the attached information regarding this recommendation.

***Before moving to this Committee for approval, this item was presented at the Liquor Control Commission meeting on August 15 at 4:30 pm. The City Council will vote on this item at the City Council Meeting scheduled on September 7, 2022.***

**Attachments** (*please list*):

Massage License Application, Background Check, Site Plan, COI

**Recommendation/Suggested Action** (*briefly explain*):

Recommendation to approve a Massage License Application for Fox Valley Massage Therapy located at 115 S. Second Street, Upper Unit, St. Charles.

**AGENDA ITEM EXECUTIVE SUMMARY****Agenda Item Number: 4b****Title:**

Recommendation to approve a Proposal for an A-1 Liquor License Application for Mac's Beer Wine Spirits Located at 201 W. Main St., St. Charles.

**Presenter:**

Police Chief James Keegan

**Meeting:** Government Operations Committee**Date:** August 15, 2022

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted: ☐**Executive Summary** (*if not budgeted please explain*):

Mac's Beer Wine Spirits., located at 201 W. Main St., is requesting approval of an A-1 liquor license application for their business. This location was previously Hops & Barrels.


*Before moving to this Committee for approval, this item was presented at the Liquor Control Commission meeting on August 15 at 4:30 pm. The City Council will vote on this item at the City Council Meeting scheduled on September 7, 2022.*


**Attachments** (*please list*):

Memo, Background, Liquor License Application, COI, Proposed Interior Plan, BASSET, Articles of Organization - LLC

**Recommendation/Suggested Action** (*briefly explain*):

Recommendation to approve a proposal for an A-1 Liquor License for Mac's Beer Wine Spirits located at 201 W. Main St., St. Charles.

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		<b>Agenda Item Number: 4c</b>
	<b>Title:</b>	Recommendation to approve a Proposal for a B-1 Liquor License Application for Mr. Hibachi Express & Sushi Located at 2762 E. Main St., St. Charles.	
	<b>Presenter:</b>	Police Chief James Keegan	
<b>Meeting:</b> Government Operations Committee <b>Date:</b> August 15, 2022			
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
<b>Executive Summary</b> <i>(if not budgeted please explain):</i>  <p>Mr. Hibachi Express &amp; Sushi, located at 2762 E. Main St., is requesting approval of a B-1 liquor license application for their business.</p> <p>Please see the background investigation for further information.</p> <p><i>Before moving to this Committee for approval, this item was presented at the Liquor Control Commission meeting on August 15 at 4:30 pm. The City Council will vote on this item at the City Council Meeting scheduled on September 7, 2022.</i></p>			
<b>Attachments</b> <i>(please list):</i>  <p>Memo, Background Information, Liquor License Application, COI, ILSOS Certificate of Good Standing, BASSET information, Site Plan, Floor Plan, Business Plan, Menu, Owner Letter</p>			
<b>Recommendation/Suggested Action</b> <i>(briefly explain):</i>  <p>Recommendation to approve a proposal for a B-1 Liquor License for Mr. Hibachi Express &amp; Sushi located at 2762 E. Main St., St. Charles.</p>			

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		Agenda Item number: 5a
	Title:	Resolution to Allow IMRF Service Credit for Military Service	
	Presenter:	Jennifer McMahon, Director of Human Resources	
Meeting: Government Operations Committee		Date: August 15, 2022	
Proposed Cost: \$0		Budgeted Amount:	Not Budgeted: <input type="checkbox"/>
<p><b>Executive Summary</b> <i>(if not budgeted please explain):</i></p> <p>IMRF employees who served in the U.S. military prior to becoming an IMRF member are currently eligible to convert up to two years of their military service to IMRF service credit. Several years ago, IMRF expanded this opportunity to allow IMRF members to convert up to four years of military service. If an IMRF employer wants to expand to four years, they must adopt a resolution and file it with IMRF.</p> <p>Ten percent of the City's workforce are veterans or active military and the City has been recognized as an employer committed to hiring and retaining veterans by being awarded the U.S. Department of Labor's HIRE Vets Gold Medallion since 2018. Expanding the opportunity for IMRF employees who are veterans to convert up to four years of military service to IMRF service would further support the veteran employee population, contributing to recruitment and retention.</p> <p>Eligible employees are responsible for the total cost of purchasing service; the employee and employer contributions. There are ten employees potentially eligible for this program.</p>			
<p><b>Attachments</b> <i>(please list):</i></p> <p>IMRF Template Resolution and IMRF Application Instructions</p>			
<p><b>Recommendation/Suggested Action</b> <i>(briefly explain):</i></p> <p>Recommendation to City Council to adopt a Resolution to Allow up to Four Years IMRF Service Credit for Military Service.</p>			



## Suggested Form of Resolution to Allow Service Credit for Military Service

Member did not return to IMRF within 90 days of discharge OR military service earned prior to participation

IMRF Form 63A (08/2007)

**PLEASE NOTE:** This form is to be used for military service that

- **interrupted** IMRF participation but member did **not return** to IMRF **within 90 days** of discharge **OR**
- was **earned prior to IMRF** participation

**Use Form 6.62:** for **military service** that **interrupted** IMRF participation with **NO** restrictions on amount of service credit

**Use Form 6.62A:** for **military service** that **interrupted** IMRF participation but **WITH** restrictions on amount of service credit **OR** specific military operations involved to receive service credit.

PLEASE ENTER Employer IMRF I.D. Number  
03386

**ALL BLANK SPACES ON THIS FORM MUST BE FILLED IN.**

### RESOLUTION

Number 2022-

WHEREAS, Article 7 of the Illinois Pension Code (40 ILCS 5/7-139) provides that the governing body of a governmental unit may elect to allow service credit in the Illinois Municipal Retirement Fund to members who served in the armed forces of the United States for all periods of such service prior to their participation in IMRF **OR** whose participation was interrupted by military leave but did not return to IMRF participation within 90 days of discharge, and

WHEREAS, such allowance of service credit cannot be limited to a specific IMRF member and applies to all employees who were in active participating status under IMRF on the date this resolution was adopted;

RESOLVED, that the City Council

BOARD, COUNCIL, ETC.

of St. Charles, Illinois

EMPLOYER NAME

elects to allow service credit to members who served in the armed forces of the United States for up to four years of service, prior to their participation in the Illinois Municipal Retirement Fund;

FURTHER RESOLVED, that the City Clerk shall be directed to file a

CLERK OR SECRETARY

certified copy of this resolution with the Board of Trustees of the Illinois Municipal Retirement Fund and that this resolution shall remain in full force and effect until modified or rescinded and notice of such modification or rescission has been filed with the Board of Trustees of the Illinois Municipal Retirement Fund. This resolution is not limited to a specific military operation.

### CERTIFICATION

I, Nancy Garrison, the City Clerk of the

NAME

CLERK OR SECRETARY OF THE BOARD

City of St. Charles of the County of Kane and DuPage,

EMPLOYER NAME

COUNTY

State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct

copy of a resolution duly adopted by its City Council at a meeting duly convened

BOARD, COUNCIL, ETC.

and held on the \_\_\_\_\_ day of \_\_\_\_\_, 20 22.

SEAL

CLERK OR SECRETARY OF THE BOARD

Illinois Municipal Retirement Fund  
Suite 500, 2211 York Road, Oak Brook Illinois 60523-2337  
Service Representatives 1-800-ASK-IMRF (1-800-275-4673)  
www.imrf.org



# Application for Military Service Credit

IMRF Form 6.02J (Rev. 02/2015)

If you have any questions, call 1-800-ASK-IMRF (275-4673)

- The purchase of military service for public employees is a benefit designed to partially compensate veterans for their service in the Armed Forces.
- Any converted military service credit is applied toward the calculation of a member's IMRF benefits.
- **Member cost and other requirements differ under each law.** Please read the following information carefully to determine if you are eligible to establish military service credit under one of the following laws.
- If member contributions and interest are required, IMRF will mail you a payment schedule after your application is received and your cost is calculated.
- *Establishing service as Elected County Official (ECO) Service:* To establish ECO service, the member must have previously participated, or be currently participating, in IMRF under the ECO plan. The member must also have IMRF Form 6.21B, "Election to Contribute under the ECO Plan" on file with IMRF, and the county under which the member opted to participate in ECO must have a standing resolution on file allowing such participation. (**NOTE:** Only members under the *Original* ECO plan may establish military service credit as ECO service. Members of the *Revised* ECO plan may convert their military service credit only to Regular service credit.)
- When submitting this form, you should also request formal pension estimates with and without the additional service credit by submitting IMRF Form BF-20, "Pension Estimate Request." Request Form BF-20 by calling 1-800-ASK-IMRF (275-4673) or by downloading the form from [www.imrf.org](http://www.imrf.org). You can also request a **Formal Pension Estimate** through your IMRF Member Access account.

	UNDER ILLINOIS LAW		UNDER FEDERAL LAW
	MILITARY SERVICE <b>EARNED BEFORE</b> IMRF PARTICIPATION <b>OR DID NOT</b> RETURN TO IMRF WITHIN 90 DAYS	MILITARY LEAVE <b>INTERRUPTED</b> IMRF PARTICIPATION AND RETURNED TO IMRF WITHIN 90 DAYS	MILITARY LEAVE <b>INTERRUPTED</b> IMRF PARTICIPATION AND RETURNED TO SAME EMPLOYER
<b>Member participation as related to military leave</b>	Military leave can have occurred at any time, even prior to first date of participation in IMRF.	Must have participated in IMRF before and after military leave; can participate with different IMRF employers. Must return to IMRF participating employment within 90 days of discharge.	Must participate in IMRF before and after military leave with the <b>same</b> IMRF employer. Return to work requirement varies.
<b>Member's current participation</b>	Must be currently participating in IMRF.	Must be participating in IMRF or in another retirement system covered by the Reciprocal Act.	Must be participating in IMRF or in another retirement system covered by the Reciprocal Act.
<b>Member cost</b> If member has cost, IMRF will calculate your cost and send you a payment schedule. You may purchase the service credit in a lump sum or on a payment plan.	Member and "normal" employer contributions plus interest calculated from first date of participation in IMRF. Salary used to calculate cost is first salary earned as IMRF member.	Free	Member contributions plus interest calculated from the end of the military leave period. Salary used to calculate cost is the salary in effect when the military leave began.
<b>Maximum number of years member can purchase</b>	Two or four years, determined by employer resolution.	No maximum, but employer may limit by resolution.	Five years.
<b>Military documentation</b>	A copy of release order or military discharge must accompany this form.	A copy of release order or military discharge must accompany this form.	A copy of release order or military discharge must accompany this form.
<b>Military pension</b>	May still use the service in the computation of a pension or retirement pay from the U.S. government.	May <b>not</b> use the service in the computation of a pension or retirement pay from the U.S. government.	May still use the service in the computation of a pension or retirement pay from the U.S. government.
<b>Employer resolution required?</b>	Yes, covers all IMRF members under that employer.	Yes, covers all IMRF members under that employer.	No.
<b>Employer cost</b>	Through future employer rates.	Through future employer rates.	Through future employer rates.

## IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337  
 Member Services Representatives 1-800-ASK IMRF (275-4673) Fax: (630) 706-4289  
[www.imrf.org](http://www.imrf.org)



**AGENDA ITEM EXECUTIVE SUMMARY****Agenda Item number: \*6a****Title:**

Budget Revisions for the City of St. Charles May 2022

**Presenter:**

Colleen Lavery, Assistant Finance Director

Meeting: Government Operations Committee

Date: August 15, 2022

Proposed Cost: \$ -0-

Budgeted Amount:

Not Budgeted: ☐**Executive Summary** *(if not budgeted please explain):*

Budget revisions for May 2022 – Information Only

**Attachments** *(please list):*

Budget Revisions - May 2022

**Recommendation/Suggested Action** *(briefly explain)*

Budget Revisions for the City of St. Charles May 2022

**CITY OF ST. CHARLES**  
**Budget Revision Listing**

**May 2022**

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Roll Forward Budget for Non PO	1	100	1000	2023	1	05/04/2022	210541	56209	\$ 400,000.00	Funds for Well 3/4
Roll Forward Budget for Non PO	1	100	1000	2023	1	05/04/2022	210900	31197	\$ (400,000.00)	Funds for Well 3/4
<b>1 Total</b>									\$ -	
Budget Addition	2	100	1000	2023	12	05/04/2022	220551	56001	\$ 38,000.00	Repl 1875 2009 Ford Escape
Budget Addition	2	100	1000	2023	12	05/04/2022	220900	31199	\$ (38,000.00)	Repl 1875 2009 Ford Escape
<b>2 Total</b>									\$ -	
Budget Adjustment	3	100	1000	2023	1	05/06/2022	200522	52310	\$ 1,000.00	Specialized tool purchase
Budget Adjustment	3	100	1000	2023	1	05/06/2022	200522	52500	\$ (1,000.00)	Specialized tool purchase
Budget Adjustment	3	100	1000	2023	1	05/06/2022	100611	54601	\$ 2,000.00	Add'l Funding Downtown Ptnshp
Budget Adjustment	3	100	1000	2023	1	05/06/2022	100900	31199	\$ (2,000.00)	Add'l Funding Downtown Ptnshp
<b>3 Total</b>									\$ -	
Budget Adjustment	4	100	1000	2023	1	05/12/2022	801600	56001	\$ 2,290.00	Add'l cost to Repl Veh 1732
Budget Adjustment	4	100	1000	2023	1	05/12/2022	801900	31199	\$ (2,290.00)	Add'l cost to Repl Veh 1732
Budget Adjustment	4	100	1000	2023	1	05/12/2022	100210	52000	\$ (530.00)	Safety Kits for Reception
Budget Adjustment	4	100	1000	2023	1	05/12/2022	100210	52305	\$ 530.00	Safety Kits for Reception
<b>4 Total</b>									\$ -	
Budget Transfer	5	100	1000	2023	1	05/18/2022	100210	54189	\$ 25,000.00	Coaching Sessions
Budget Transfer	5	100	1000	2023	1	05/18/2022	100650	54691	\$ (25,000.00)	Coaching Sessions
Budget Transfer	5	100	1000	2023	1	05/18/2022	100650	54691	\$ (24,800.00)	Add'l Funding-Strategic Plan
Budget Transfer	5	100	1000	2023	1	05/18/2022	100110	54189	\$ 24,800.00	Add'l Funding-Strategic Plan
<b>5 Total</b>									\$ -	
Roll Forward Budget for Non PO	6	100	1000	2023	1	05/18/2022	220553	56101	\$ 950,000.00	Funds for Munhall Glen WW6071
Roll Forward Budget for Non PO	6	100	1000	2023	1	05/18/2022	220900	31197	\$ (950,000.00)	Funds for Munhall Glen WW6071
<b>6 Total</b>									\$ -	
<b>Grand Total</b>									\$ -	

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:

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**AGENDA ITEM EXECUTIVE SUMMARY****Agenda Item number: \*6b****Title:**

Budget Revisions for the City of St. Charles - July 2022

**Presenter:**

Colleen Lavery, Assistant Finance Director

Meeting: Government Operations Committee

Date: August 15, 2022

Proposed Cost: \$ -0-

Budgeted Amount:

Not Budgeted: ☐**Executive Summary** *(if not budgeted please explain):*

Budget revisions for July 2022 – Information Only

**Attachments** *(please list):*

Budget Revisions - July 2022

**Recommendation/Suggested Action** *(briefly explain)*

Budget Revisions for the City of St. Charles July 2022

**CITY OF ST. CHARLES**  
**Budget Revision Listing**

**July 2022**

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Addition	16	100	1000	2023	3	07/05/2022	100300	52319	\$ 13,000.00	Add'l Funds for Protective Gear/tools
Budget Addition	16	100	1000	2023	3	07/05/2022	100999	45107	\$ (13,000.00)	Add'l Funds for Protective Gear/tools
<b>16 Total</b>									\$ -	
Budget Transfer	17	100	1000	2023	3	07/18/2022	220552	54312	\$ 17,225.00	Add'l Funds for Sewer Lining
Budget Transfer	17	100	1000	2023	3	07/18/2022	220552	54465	\$ (17,225.00)	Add'l Funds for Sewer Lining
<b>17 Total</b>									\$ -	
Budget Transfer	18	100	1000	2023	3	07/20/2022	100220	51401	\$ 1,100.00	Add'l Funds for Conference Lodging
Budget Transfer	18	100	1000	2023	3	07/20/2022	100220	51400	\$ (750.00)	Add'l Funds for Conference Lodging
Budget Transfer	18	100	1000	2023	3	07/20/2022	100220	51300	\$ (350.00)	Add'l Funds for Conference Lodging
<b>18 Total</b>									\$ -	
Budget Addition	19	100	1000	2023	3	07/25/2022	200521	55150	\$ 81,610.00	Funding For IPRF/WC Claim
Budget Addition	19	100	1000	2023	3	07/25/2022	200900	31199	\$ (81,610.00)	Funding For IPRF/WC Claim
Budget Addition	19	100	1000	2023	3	07/25/2022	220552	55150	\$ 20,441.00	Funding For IPRF/WC Claim
Budget Addition	19	100	1000	2023	3	07/25/2022	220900	31199	\$ (20,441.00)	Funding For IPRF/WC Claim
<b>19 Total</b>									\$ -	
Budget Addition	20	100	1000	2023	3	07/26/2022	513200	56301	\$ 1,866.00	Add'l Funds for Security Software
Budget Addition	20	100	1000	2023	3	07/26/2022	513200	54256	\$ 4,234.00	Add'l Funds for Security Software
Budget Addition	20	100	1000	2023	3	07/26/2022	513900	31199	\$ (6,100.00)	Add'l Funds for Security Software
<b>20 Total</b>									\$ -	
<b>Grand Total</b>									\$ -	

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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_