

**MINUTES
CITY OF ST. CHARLES, IL
GOVERNMENT OPERATIONS COMMITTEE
MONDAY, OCTOBER 17, 2011**

Members Present: Chair. Martin, Ald. Monken, Carrignan, Payleitner, Turner, Rogina, Krieger, Bessner, and Lewis

Members Absent: Stellato

Others Present: Chris Aiston, Chris Minick, Peggy Forster, and Brian Townsend

1. Opening of Meeting

The meeting was convened by Chair. Martin at 7:13 p.m.

2. Omnibus Vote

None

3. Community Development Department

- a. Recommend approval of a Resolution Declaring Default and Authorizing the Mayor to Demand Payment Under a Letter of Credit – Artesian Springs Subdivision.**

Chrmn. Martin: This item has been resolved between the developer and the city staff and is therefore struck from the agenda. No action necessary.

4. Police Department

- a. Recommend approval for Downtown St. Charles Partnership to close 1st Street and host Lighting of the Lights in the 1st Street Plaza.**

Deputy Chief Kintz: In your packet is a request for moving the Lighting of the Lights from Lincoln Park to the 1st Street Plaza. This is not a budgeted amount. The total cost is \$17K of which the City's cost will be \$5,900. Part of the closure will be on 1st Street from Main Street to the entrance of the Parking Garage and use of an amplifier sound system (diagram attached). There are no additional costs for Police Department. Barricades will already be on-site for the parade. All additional costs are related to Public Works. Total cost to the City is \$5,900 is what is expected.

Ald. Carrignan: My concern is that this is an unbudgeted item. We have a total cost of \$17K, is that all Partnership money or are they looking for an additional \$5,900. I am very reluctant to unbudgeted monies.

Deputy Chief Kintz: The City cost would be \$5,900.

Ald. Carrigian: And the \$17K is for the whole process, trees and lights?

Deputy Chief Kintz: All of the above. They have an in-kind donation for the sound system with a radio station. There are trees, lighting, city personnel for hook-up time, etc.

Ald. Lewis: Could you go over the layout? All the trees are in the plaza – correct?

Jennifer Faivre, DSCP, 213 Walnut Street: There is a combination of pine trees that will be in stands and city trees that are already planted in the plaza and these will all be lighted.

Ald. Lewis: Nothing across the street in the green space?

Jennifer: The city cost that was just presented is for the lighting of the lights. The \$17K cost includes advertising, marketing, and PR which is for the entire Holiday Homecoming. There are all other kinds of expenses co-mingled into this total, such as the reviewing stand, decorations, and speakers and audio. What we are asking the City's help with is half of this and we are willing to split that half with the City (50/50). So the other piece that is co-mingled in that number is the Lighting of the Lights of the City trees along 1st Street from Prasino's to Wok-n-Fire. That is a cost of \$2,700 and I want to back that number out of this because it is not mandatory to have those trees lit for Lighting of the Lights. We really just want the city trees in the Plaza lit, the pine trees in the Plaza lit, and that's it. So this number \$8,397 is going to come down even further because the \$2,700 that's in this budget for lighting 1st Street can go away. It would be a shame not to light those lights because its dark there during the holiday season, but this number can come all the way down to \$6,100. We are asking the City for \$3,050. We'll pick up the other half and we pick up nearly all the other costs of the \$17K. We are asking for \$3,050.

Ald. Carrigan: I am seeing all kinds of numbers for expenses here. I am confused as to what you are asking.

Jennifer: We are looking for \$3,050. That's it. We are willing to share 50/50 with the City the cost of Lighting of the Lights in the plaza. What you are looking at regarding the \$6,800, we pay that every year to the City for police and fire services. The Electric Christmas Parade expenses should not of been included in this sheet – my apology. The parade has different expenses. Again the \$8,397 includes \$2,700 to light the trees along 1st Street, west side of 1st from Prasino to Wok-n-Fire. And we don't have to have those lit for this event.

Ald. Bessner: But if we want to have those lit, we will have a total cost of \$5,900.

Ald. Krieger: Have you approach the business owners there to see if they would like to light their specific tree? In some areas businesses will light the tree in front of their business and it would save both the City and Partnership money if they did the work.

Jennifer: We have approach all the businesses that have entry ways into the Plaza. They are excited about having the event on the Plaza, but I didn't approach them about any

expense yet because I wanted to see if we were even going to do this. It's \$2,287 to light the trees along west 1st Street.

Ald. Carrignan: There are a lot of numbers floating around here. You came and asked for \$5,900, then I heard \$3,050. How did it go from \$5,900 to \$3,050?

Jennifer: We are taking out the lights along west 1st Street.

Ald. Carrignan: Okay, full package is \$5,900 and if we want to get the economic package it is \$3,050.

Jennifer: No it isn't. If you take \$8,397 and back out the cost of lighting the lights along 1st Street that number goes down to \$6,100 and we are willing to split that with the City 50/50 – so that's \$3,050.

Ald. Lewis: So just trees in the Plaza will be lit?

Jennifer: Yes, just the trees in the Plaza and the 10 pine trees and the one City tall tree. It makes no difference to me. I thought bringing this down to the center of our downtown would give people a chance to eat and shop before and after the event. It would give our merchants foot traffic.

Ald. Payleitner: What is the difference between this year and last year?

Jennifer: The city trees in the Plaza were lit last year, but they were not lit along the west side of 1st Street. The trees along 1st Street are not budgeted yet

Mark Koenen: Everything that was done last year will be done this year along with the single artificial tree that is included in the budget. The extra budget expense is the additional trees that were not in the Plaza last year but will be in the Plaza this year, we need to buy the stands, install the trees and the lights, and what it comes down to tonight is 1) police department is looking for action to close 1st Street, 2) if we choose to close 1st Street, we will amend to increase the budget to spend some extra money that was not budgeted for these extra trees and, if you choose, that is one choice. The second choice is to maybe delete some lights someplace else, back away from some of the lights in Lincoln Park. This would wash the extra cost by transferring those light strings and labor into the Plaza. So you choose to 1) close 1st street, 2) choose to amend the budget for extra cost, or 3) have a zero balance and reduce the extra expenses.

Ald. Rogina: Let me start out that I am for this. I see \$5,900 on my sheet that is unbudgeted, but includes the lights on west 1st Street – correct? That was the difference between this amount and the \$3,050 figure without the light on west 1st Street. And there is a motion on the table right now to approve the request for Downtown St. Charles Partnership to close 1st Street and host Lighting of the Lights in the 1st Street Plaza for

\$5,900. I would like to see it done and light up the streets the way we should at a cost of \$5,900.

Ald. Carrignan: If the Santa House is downtown, do we have to light up the back side of Lincoln Park and bring that cost down?

Ald. Krieger: A couple of years ago they left the lights off at Baker Park at the other end of town, and the only thing that was lit was my telephone. "Where are our lights?" I don't think we should cut back on the lights. Let's spend the money.

Ald. Carrignan: We're not. We are just putting them in another place.

Ald. Krieger: We tried that approach and it doesn't work. People are used to certain things.

Ald. Bessner: I agree. Lincoln Park is on Main Street and I would hate to see any of that cut back.

Ald. Payleitner: So what happens next year?

Jennifer: Some of the expenses are only one-time expenses. Having it down on the Plaza is the right place to have it. It's the center of our downtown, our shopping district. We will continue to have to buy some pine trees and there will be continual costs with PW to set them up; but to back out lights on west 1st Street brought down the whole cost by over \$2K. That is why the number changed. We can keep it in Lincoln Park. I still think the trees in the Plaza should be lit. It's up to you.

Ald. Martin: Before there was a Downtown St. Charles Partnership, the Chamber took over all this. The year I was president of the Chamber of Commerce this issue came up but on a smaller scale. The Chamber bought the trees, the City bought the lights, the City paid for lighting the lights. Then we extended beyond 7th and 7th and we lost track of it. The Chamber could no longer afford it and the City had to pick it up. It should be an item in the budget to fund this because we are, at the insistence of our residents, going to light the lights in Lincoln Park and the downtown area because it is the most beautiful downtown there is as you come over the hill. So let's just get with it and do it.

The motion is to close 1st Street and host Lighting of the Lights in the 1st Street Plaza for a cost of \$5,900.

Brian Townsend: We will have to do a budget amendment and take money from the General Fund. There are two main reasons this is before you tonight: 1) to amend the budget as this came up after the budget was approved and there is a set allocation required and 2) up to this point our holiday lighting has been focused on Main Street and I understand the desire to move to 1st Street but the question is that lights in the park is past practice and could lead to requests in the future to put lights in other areas of the downtown.

This is something to keep in mind going forward that if these requests are received early in the year, we have a chance to review this as part of our budget process and can make a recommendation to the Council as part of our budget approval. We did not have that opportunity this year.

Ald. Turner: Just to make it clear under this proposal and the money we wish to allocate out of the General Fund reserves, does this light up the west side of 1st Street?

Jennifer: Yes it does.

Ald. Rogina: Is Baker Park being lit?

Ald. Krieger: Yes.

Motion to by Ald. Krieger, second by Turner to approve request for Downtown St. Charles Partnership to close 1st Street and host Lighting of the Lights in the 1st Street Plaza.

Roll Call: Ayes: Monken, Carrigan, Payleitner, Turner, Rogina, Krieger, Bessner, Lewis; Nays: None; Absent: Stellato. Chair. Martin did not vote as Chair. **Motion carried.**

5. Finance Department

a. Recommend approval of an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles (various items).

Chris Minick: Enclosed is an ordinance that authorizes the disposal of 15 items that are surplus and are no longer needed by the City. Consistent with our past practice, we place those items out for bid on the public surplus website and the ordinance would then authorize the disposal of those items to the highest bidder.

Motion by Ald. Krieger, second by Rogina to approve an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles (various items).

Voice vote: unanimous; Nays: None. Chair. Martin did not vote as Chair. **Motion carried.**

b. Monthly update regarding City's financial results for August.

Chris Minick: Enclosed are the August results for the four main operating funds for the City. Essentially the message is the same that I gave to you a few weeks ago. The amounts have changed slightly. We are potentially seeing flat revenue streams in all the four major operating funds and the expenditures are essentially in line with and are slightly below budget. This is where we are after four months into the fiscal year.

6. **Additional Items** - None

7. **Adjournment**

Motion by Carrignan second by Monken to adjourn meeting at 7:35 p.m.

Voice vote: unanimous; Nays: None. Chair. Martin did not vote as Chair. **Motion carried.**

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