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**MINUTES
CITY OF ST. CHARLES, IL
GOVERNMENT OPERATIONS COMMITTEE
MONDAY, MAY 20, 2013**

1. Opening of Meeting

The meeting was convened by Chair. Martin at 8:00 p.m.

2. Roll Call

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

Members Absent:

Others Present: Brian Townsend, Chris Aiston, Peggy Forster, Chris Minick, Mark Koenen, Chief Lamkin, Kathy Livernois, Rita Tungare, and Fire Chief Schelstreet

3. Omnibus Vote - None

4. Mayor's Office

a. Recommendation to approve a Class E1 liquor license for Sculpture in the Park.

Mayor Rogina: The Park District plans to hold their second annual event of "Sculptures in the Park". They will have a wine station at the pavilion with the sidewalk around the pavilion roped off and attendees 21 and over given wrist bands. This event is opened to the public and a Class E1 Special Event liquor license is required. BASSET certified liquor supervisors will be on hand. Attached in your packet is a memo from Officer Tynan reviewing his investigation of the matter and all other pertinent documents have been approved. This is a recommendation to approve this license.

Ald. Martin: What is the date?

Mayor Rogina: The date is June 14, 2013.

Ald. Martin: Is this a special event that requires a 90-day prior notice?

Mayor Rogina: No.

Motion by Ald. Stellato, second by Silkaitis to recommend approval of a Class E1 liquor license for Sculpture in the Park.

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

5. Human Resources Department

a. Recommendation to approve Terms of Business Agreement from Moran Consulting Inc. in an amount not to exceed \$26,900.

Kathy Livernois: As you know, excellent customer service is essential in City Government and we want to make sure all of our employees are trained at a level of services that our citizens expect. We had customer services training approximately eight years ago. With our Volunteer Separation Incentives that we have offered and some of our retired transitions, etc.; we have a lot of new hires and would like to train them in the area of customer service. We did an RFP and determined that Moran Consulting, Inc. is the one we would like to use. Moran provided us our customer service eight years ago, Service Essentials, they are geared towards government and can gear our case studies towards government as well.

Ald. Stellato: I am all for this, I think this is great. You made a note saying they were not the least expensive? What did you like about them?

Kathy: Number 1 they have done this for us before and we are familiar with how they teach and what they do. Number 2 we are able to customize an off-the-shelf training and we are able to use our own case studies to gear it towards what our citizens expect. It's really more about the quality of the curriculum as well as how they teach it.

Motion by Ald. Stellato, second by Bessner recommending approval of Terms of Business Agreement from Moran Consulting, Inc. in an amount not to exceed 26,900.

Voice Vote: Unanimous; Nays: None; Chrmn. Turner did not vote as Chairman. **Motion Carried.**

b. Recommendation to approve a Resolution Authorizing the Director of Human Resources to Execute a Letter of Agreement between the City of St. Charles and Laurus Strategies.

Kathy Livernois: Laurus Strategies is our health insurance consultant that we have been using for the last few years. We are recommending that we do a one year extension with them. We are doing an RFP this year for our health insurance consultant and will be going out to various health insurance consultants for May 1, 2014. This will get us through April 30 of next year.

Ald. Turner: This is an extension of their contract for their third year of the contract?

Kathy: Yes.

Motion by Ald. Bessnesr, second by Silkaitis to recommend approval of a Resolution Authorizing the Director or Human Resources to Execute a Letter of Agreement between the City of St. Charles and Laurus Strategies.

Voice Vote: Unanimous; Nays: None; Chrmn. Turner did not vote as Chairman. **Motion Carried.**

- c. **Recommendation of a proposal from CCMSI in the amount of \$19,615 for third party administration services for workers' compensation services for fiscal year 2013/2014.**

Kathy Livernios: CCMSI is our worker's comp administrator and they have done an excellent job. We've been able to work with them to decrease the cost of worker's comp. As with our health insurance we are self-insured with our worker's comp and were always looking for ways to keep our cost as low as possible. We will again be going out for an RFP for next year, but in the mean time we would like to extend their contract.

Motion by Ald. Stellato, second by Silkaitis to recommend a proposal from CCMSI in the amount of \$19,615 for third party administration services for workers' compensation services for FY13/14.

Voice Vote: Unanimous; Nays: None; Chrmn. Turner did not vote as Chairman. **Motion Carried.**

6. Inventory Control Division

- a. **Recommendation to award 2013/14 Hauling/Excavation bid to S. Schroeder Trucking, Inc., Villa Park, at unit costs provided on the Bid Results.**

Mike Shortall: Formal bids were conducted for FY13/14 excavation and hauling contracts. The low bid was won by S. Schroeder Trucking Inc. and we recommend approval of this contract.

Motion by Ald. Stellato, second by Bessner recommending award to 2013/14 Hauling/Excavation bid to S. Schroeder Trucking, Inc., Villa Park, at unit costs provided on the Bid Results.

Voice Vote: Unanimous; Nays: None; Chrmn. Turner did not vote as Chairman. **Motion Carried.**

- b. **Recommendation to award the bid for 2013/14 Spoils Dumping (Tipping Fees) to C H Hager Excavating, Inc. (West Chicago).**

Mike Shortall: This is for Spoils and Tipping contract and bids were conducted for FY13/14. The low bid was won by C H Hager Excavating Inc. and recommend approval of this contract.

Motion by Ald. Stellato, second by Lemke recommending awarding the bid for 2013/14 Spoils Dumping (Tipping Fees) to C H Hager Excavating, Inc. (West Chicago).

Voice Vote: Unanimous; Nays: None; Chrmn. Turner did not vote as Chairman. **Motion Carried.**

- c. **Recommendation to waive the bid process and accept the quotations for office supplies to Staples Advantage and US Communities (on-line) for routine office supplies, and Illinois Paper & Copier Company (Bolingbrook) for multiuse paper.**

Mike Shortall: This item is for general office supplies and paper and seven quotes were received. As a result of these quotes we ask for approval for the use of Staples and US Communities as low quote for general office supplies and ask for approval for the City to use Illinois Paper for multi-use paper for FY13/14 budget year.

Motion by Ald Stellato, second by Krieger recommending to waive the bid process and accept the quotations for office supplies to Staples Advantage and US Communities (on-line) for routine office supplies, and Illinois Paper & Copier Company (Bolingbrook) for multiuse paper.

Voice Vote: Unanimous; Nays: None; Chrmn. Turner did not vote as Chairman. **Motion Carried.**

- d. **Recommendation to award 2013/14 low bid to S. Schroeder Trucking, Inc. (six [6] pits), for six (6) types of stone and gravel, and Koz Trucking, Inc. for four (4) types of stone and gravel and hauling.**

Mike Shortall: Formal bids were conducted for stone and gravel for FY13/14 contracts. We would like to award this contract in two parts. To receive the lowest price in stone and gravel we ask for approval to award S. Schroeder Trucking for six types of stone and Koz Trucking for four types of stone.

Motion by Ald. Stellato, second by Bessner recommending to award 2013/14 low bid to S. Schroeder Trucking, Inc. (six [6] pits), for six (6) types of stone and gravel, and Koz Trucking, Inc. for four (4) types of stone and gravel and hauling.

Voice Vote: Unanimous; Nays: None; Chrmn. Turner did not vote as Chairman. **Motion Carried.**

- e. **Recommendation to approve an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles to two licensed firearms dealers.**

Mike Shortall: This item is for firearms disposal. On behalf of the St. Charles Police Department I am seeking approval to authorize the sale of obsolete numerous firearms. These weapons will be sold to two known reputable license dealers. Credits will be issued for the Police Department for future purchases. Both companies are current vendors and the price being offered is a fair market value. We are also seeking approval to destroy one Intra Tech-9 weapon. Any questions?

Motion by Ald. Stellato, second by Bessner recommending approval of an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles to two licensed firearms dealers.

Voice Vote: Unanimous; Nays: None; Chrmn. Turner did not vote as Chairman. **Motion Carried.**

7. Finance Department

a. Monthly Update regarding City's Financial Results for March 2013 – Information Only.

Chris Minick: Enclosed in your packet is the Financial Report for March 2013, the 11th month of the City's fiscal year. The results are not significantly different than we've been discussing for the past several months.

Our General Fund has a surplus forecast in an approximate amount of \$600K. The Electric Fund is in a break even position, and the Water and Sewer Funds are still forecast to be in a deficit position; but that deficit is not anticipated to be as deep as we had initially projected.

With regards to the General Fund, revenues are anticipated to be \$39.9M and we are expecting expenditures to be \$39.3M for the fiscal year. In a little bit of concerning trend our revenues seem to be moderating after starting the fiscal year in a very strong position and trending to be a bit more even with the prior fiscal year rather than increasing in the amounts we had seen for FY11/12. That is something we will keep an eye as we head into the new fiscal year to make sure we don't see any more disturbing trends that need attention. We are also expecting on the expenditure side rather than anticipated budget expenditures across the board and we are expecting those expenditure levels to end the year at 7% below the budget for the General Fund for the fiscal year.

Ald. Lemke: On the revenue, is that across the board for several revenue sources or is there any one that is more troublesome? I guess real estate tax is pretty much as we planned?

Chris: Correct, sales tax seems to be noticing right now. Maybe a little bit to the hotel tax side but not to the extent that we see it on the sales tax side.

Ald. Lemke: So maybe the services, if there is some softening, like electric, water, that type of thing; that is trending consistent with last year?

Chris: In our utility funds we are actually trending positively prior to fiscal year and trending right in line with our expectations.

8. Executive Session

- Personnel
- Pending Litigation

- Probable or Imminent Litigation
- Property Acquisition
- Collective Bargaining
- Review of Minutes of Executive Sessions

Motion by Ald. Stellato, second by Lemke to enter into Executive Session to discuss Collective Bargaining at 8:22 p.m.

Roll Call: Ayes: Stellato, Silkaitis, Payleitner, Lemke, Martin, Krieger, Bessner, Lewis; Nays: None. Chrmn. Turner did not vote as Chairman. **Motion carried.**

Motion by Ald. Stellato, second by Silkaitis to return from Executive Session at 8:35 p.m.

Roll Call: Ayes: Stellato, Silkaitis, Payleitner, Lemke, Martin, Krieger, Bessner, Lewis; Nays: None. Chrmn. Turner did not vote as Chairman. **Motion carried.**

9. Additional Items

Ald. Lewis: Last night when I was coming home and going by the new Forever Yogurt place, it was jammed with people but the trash can was absolutely overflowing onto the street. It's probably not going to get empty over the weekend by city crews?

Mark Koenen: We have talked to the owner about that. We are getting another container and also the restitution workers work on Saturdays. The refuse company does empty the container three times a week and we've asked the owner to have their work staff keep an eye on it. We are planning to empty those four days a week.

Ald. Krieger: I had a request from a business downtown that an additional container could be put on the west side of the Walnut Street entrance of the parking deck because trash is piling up down there in that area.

Mark: We can take care of that.

10. Adjournment

Motion by Ald. Stellato, second by Krieger to adjourn meeting at 8:36 p.m.

Voice Vote: Unanimous; Nays: None. Chrmn. Turner did not vote as Chairman. **Motion Carried.**