

**MINUTES  
CITY OF ST. CHARLES, IL  
GOVERNMENT OPERATIONS COMMITTEE  
TUESDAY, JANUARY 19, 2016**

**1. Opening of Meeting**

The meeting was convened by Chairman Stellato at 7:44 p.m.

**2. Roll Call**

**Members Present:** Chair. Stellato, Ald. Silkaitis, Payleitner, Lemke, Turner, Bancroft, Krieger, Gaugel, Bessner, Lewis.

**Absent:**

**3. Omnibus Vote**

**a. Budget Revisions – December 2015**

Motion by Ald. Silkaitis, second by Bancroft to approve the omnibus item.

**Voice Vote:** Ayes: Unanimous; Nays: None. Chrmn. Stellato did not vote as Chairman.

**Motion Carried.**

**4. Police Department**

**a. Recommendation to approve a proposal for a class B liquor license for Title House to be located at 101 E Main Street (former Starbuck's location).**

**Chief Keegan:** This is a proposal for a class B liquor license for Title House to be located 101 E Main Street, former Starbuck's location. This is an establishment that wants to offer a full service restaurant/tavern which is a class B liquor license. They are not seeking a late night permit. A detective from the Police Department investigated the business plan, the site, and the applicant and found nothing of a derogative nature that would preclude the applicant from moving forward. The applicant is not here but I can answer any questions that the committee may have. This has already been vetted through the liquor commission and I'm familiar with both the business plan and the applicant.

**Ald. Lewis:** When you say late night that means just midnight – they don't want a 1:00 a.m. either?

**Chief Keegan:** Correct, just a standard license until midnight seven days a week.

Motion by Ald. Turner, second by Bancroft to recommend approval of a proposal for a class B liquor license for Title House to be located at 101 E Main Street (former Starbuck's location).

**Roll Call:** Ayes: Bessner, Lewis, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel; Nays:

Krieger. Chrmn. Stellato did not vote as chair. **Motion Carried.**

**b. Recommendation to approve a proposal for a class B liquor license for McNally's Group, LLC to be located at 109 W Main Street (former Valley Lodge Tavern).**

**Chief Keegan:** This is a recommendation for a class B liquor license for McNally's Group LLC to be located at 109 W Main Street (former Valley Lodge Tavern). Before this location changed hands to Valley Lodge Tavern, this was in fact the McNally's group prior to McNally's relocating to the west side of Main Street. This is really a crown jewel of our downtown. It's a well-established, well-run business and they are seeking a full service class B liquor license with a 1:00 a.m. late night permit. The Police Department looked into the business and site plans and found nothing of a derogatory nature.

**Shay Clark and live in West Dundee:** (no questions asked from committee).

Motion by Ald. Turner, second by Silkaitis to recommend approval of a proposal for a class B liquor license for McNally's Group, LLC to be located at 109 W Main Street (former Valley Lodge Tavern).

**Roll Call:** Ayes: Bessner, Lewis, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel; Nays: Krieger. Chrmn. Stellato did not vote as chair. **Motion Carried.**

**c. Recommendation to approve a proposal for a class D2 liquor license for St. Charles Hotel Partners, LLC d/b/a Hilton Garden Inn located at 4070 E Main Street, St. Charles.**

**Chief Keegan:** This is a recommendation to approve a proposal for a class D2 liquor license for the St. Charles Hotel Partners, LLC d/b/a Hilton Garden Inn located at 4070 E Main Street. This is really a housekeeping matter. It's not only a corporate name change but also an ownership change. The business and site plans and general manager are all remaining the same. This is full service hotel with a banquet facility and a restaurant. The attorney of record is present tonight.

**Dean T. Maragus from the law firm of Maragus & Maragus.**

**Ald. Turner:** So all we're really doing here is changing management and ownership?

**Atty. Maragus:** Yes.

Motion by Ald. Turner, second by Silkaitis to recommend approval of a proposal for a class D2 liquor license for St. Charles Hotel Partners, LLC d/b/a Hilton Garden Inn located at 4070 E Main Street, St. Charles.

**Roll Call:** Ayes: Bessner, Lewis, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel; Nays: Krieger. Chrmn. Stellato did not vote as chair. **Motion Carried.**

**5. Human Resources Department**

**a. Recommendation to approve a Resolution Relating to Termination of Participation by Elected Officials in the Illinois Municipal Retirement Fund.**

**Denice Brogan:** I have a resolution relating to the termination of participation by elected officials in the Illinois Municipal Retirement Fund (IMRF) before you. In July 2015, IMRF did a random audit of the City's plan and as a result of that audit, it was determined by the IMRF that the City Clerk and the aldermen positions no longer qualify for participation. The resolution form from IMRF 6.64T will terminate participation of IMRF for city clerk and aldermen as of May 1, 2015 which is the beginning of our fiscal year.

**Chrmn. Stellato:** I didn't know that we were ever eligible, so this is kind of an absurd thing and I know it's a cleanup item.

**Denice:** This has been in place since 1991 and very few have selected to participate over the years.

Motion by Gaugel, second by Bessner to recommend approval of a Resolution Relating to Termination of Participation by Elected Officials in the Illinois Municipal Retirement Fund.

**Voice Vote:** Ayes: Unanimous; Nays: None. Chrmn. Stellato did not vote as Chairman.

**Motion Carried.**

**6. City Administration Office**

**a. Presentation of the Final Strategic Planning Process Summary Report.**

**Mark Koenen:** We started this process about 14 months ago and we said we needed to establish what our north star is and that's why the Strategic Plan is important. If you don't have one, any organization is navigating with magnetic north as oppose to true north. All organizations whether you're corporate, municipal, non-for-profit, or personal; you have a plan; whether it's a career plan, 401K, retirement plan; if you don't have a plan than you plan to fail. The City of St. Charles has a Strategic Plan that we're going to talk about tonight. We're going to give you a high level view and our colleagues from Sikich are here to help us; Greg Kuhn and Cristi Musser. We have a new mission statement that will be explained tonight. After the presentation I can answer any question or comments anyone may have; and I certainly hope you will give us a favorable nod to move ahead with the next five years for our Strategic Plan.

**Greg Kuhn, Director of Government Management Consulting, Sikich; and I'm joined tonight with Cristi Musser, Senior Consultant on our team.** Over the last few months we've had the pleasure of working with all of you on developing the Strategic Plan piece by piece

Strategic planning is an exercise that I describe as it's leadership's expression of the future. I have a quote from John Bryson who wrote figuratively in a not-for-profit strategic planning book, "Strategic planning is a disciplined effort to produce fundamental decisions and actions that shape and guide what an organization (or other Entity) is, what it does, and why it does it."

So it is about developing a roadmap for the future. Greg went through a powerpoint presentation:

**Slide: Strategic Planning Overview:** diagram lays out the process the City went through for the last several months. We worked with the community and conducted focus group sessions, did an analysis of their feedback and shared it with the Council. We also held stakeholder interviews which were a very good cross-section of the community as were the focus groups. We collected that data, shared it with both staff and the Council and that information was fed into the process when we began our workshop sessions. Those sessions begin with the review of the City's mission. The group did make some modifications and updates to the mission and those words will stand the test of time for a good while. They are all good ideas and commitments that you made to each other and to the citizens of the community. We also did a visioning exercise and looked down the road. Visioning is trying to find that point on the horizon and to quote my colleague, true north vs. magnetic north – there is an old saying that I am paraphrasing: "If you don't know where you're going, any place will do." You need to have a point on the horizon where you are aiming.

We conducted a SWOT analysis and collectively looked at the community and organizations strength and weaknesses as well as opportunities and threats. From those processes we developed goals, they were organized and prioritized by the Council and now we are starting to turn the corner on this diagram and begin to start working with staff on developing the strategies to get you there.

**Slide: Process Overview:** We prepared with staff and provided a variety of background information with materials and interviews with key leaders from the council and the community. Stakeholders and focus groups all fit into this process. Both council members and staff were at the workshops, so it is representing the leadership from the community in both policy and operational side. We prioritize the goals that were the outcome and next we are beginning the action plans.

**Slide: Focus Groups:** We asked questions of the community that were geared toward the Strategic Plan and the items and topics we were going to cover.

**Slide: Leadership Workshops:** All City council and department heads participated and some other key management team members in those workshops as well. Why hold a workshop? It is to gain and benefit from having all the leadership's perspectives, their knowledge – it's all essential. This is about exchanging a lot of ideas in a concise and condense amount of time. Having both groups together at one time adds to understanding. Staff members get to understand how policy makers see and view things and at the same time staff is there to help policy makers understand some of the complications or opportunities and contacts where policies and operations take place in the City.

**Slide: Leadership Workshop Framework and Group Exercises:** showed the exercises that were walked through in the workshop. Goals were organized in a matrix of four quadrants and two dimensions. First dimension is time – short or long term goals. Short term was three years or less; long term was 3-8 years. Next dimension is complexity. How hard or complex might it

be to achieve the goals that were identified and the two ends of the dimension were routine and complex. Routine does not always mean easy. Routine meant something more that the City would have control over; you might have to shift some resources, shift dollars or staff time, might have to use some outside help; but generally things the City could handle if you had the intent or will to do it. Complex items involved extraordinary resources, outside experts, working with another unit of government or private enterprise or things of that nature.

**Slide: Mission Statement and Guiding Principles:** showed the outcome of the work that was done during this process. It was an update of the City's mission statement. Mission statements should be revisited and they can either be affirmed, or it can be refined or revised to make it more relevant or meaningful to the group today. The guiding principles will guide the City.

We wanted a mission statement that could be easily remembered. **“Heritage, Community, Service, Opportunity”**; four very meaningful and powerful words when put together. Guiding principles are how we're going to achieve those four elements of our mission.

- Respect,
- Engagement
- Sense of Community
- Accountability
- Excellence

These are very meaningful phrases and should guide your work going forward on an everyday basis as well as making larger and important policy decisions.

**Slide: Goal Identification:** this was a collaborative effort in everyone sharing in on the goals. No ideas were limited.

**Slide: Prioritization of Goals by Time and Complexity (time and complexity matrix).**

**Slide: Top Three Consensus Goals by Time and Complexity:** readout of short and long term routine goals vs. short and long term complex goals. These are all worthwhile goals and they can't all be tackled at once and that's just a reality of time, resources, and opportunities. There are many other goals that are listed and I urge everyone to look at the details there.

**Slide: Action Planning – Steps to Operationalize the Goals:** Tomorrow I begin to work with staff on action planning. Our role in this process is to give them a booster shot to help guide them and get them started. We are not going to be a substitute for your staff, but to give them some coaching and tools to go forward, such as:

- Who is going to be responsible for what?
- How are you going to accomplish the goals?
- What are those little steps that its going to take and with some of these complex goals there will be a variety of steps?
- What kind of resources are they going to require – something new or additional? What are some are approximate costs?
- Then timetables – when are we going to get started? The idea is to map these out to

- make sense and have staff apply their professional knowledge and expertise.
- Measures – how will you know when you get to the end and/or something has been accomplished?

**Slide: Action Planning:** example of a Strategic Action Sheet.

Myself along with Cristi, and we have a team of data analysts back at the office and other consultants who have worked throughout this process, we've all enjoyed this.

**Chrmn. Stellato:** Mark, just to get a scope of the amount of help we had on this project; we had staff, department directors, and council; we have many volunteers and stakeholders task force that stepped up to be involved in those meetings.

**Mark:** We had between 100 to 200 people who participated in this processes either in a formal or informal manner and some of those people are here tonight.

**Chrmn. Stellato:** If I could get a show of hands from the audience – thank you all very much. It was very important that we had your input.

Motion by Ald. Bessner, second by Krieger to accept the Strategic Plan.

**Voice Vote:** Ayes: Unanimous; Nays: None. Chrmn. Stellato did not vote as Chairman.

**Motion Carried.**

## **7. Finance Department**

- a. Recommendation to approve a Resolution Abating a Portion of the 2015 Property Tax Heretofore Levied for the City of St. Charles.

Chris Minick: We discussed the tax levy back in December 2015 and City Council passed a tax levy of \$20,102,280. Included in that \$20M tax levy are debt service of principle and interest requirements and tax levies related to our general obligations bonds in the amount of \$8,047,163. The City has a long standing practice and policy that those general obligations and debt service payments be made out of our general revenue stream and we actually go forward each and every year and abate or remove those debt service levies from the property tax bills of our residents. Included in the packet tonight is the resolution to do that for the 2015 property tax levy. The resolution will remove approximately \$8,047,163 from the tax levy, leaving a remainder operating levy of \$12,550,117. As the committee will further recall this has amount of the tax levy of the operating levy has been held steady since 2009 tax levy for the City of St. Charles. Staff is recommending approval of the abatement resolution. This is one of the final steps in the tax levy process that we go through each and every year. We will receive a final equalize assess evaluation tax rate and we'll be able to finalize the levy in late March, early April. This will remove roughly the \$8M from the tax bills of our residents.

Motion by Ald. Turner, second by Bancroft to recommend approval of a Resolution Abating a Portion of the 2015 Property Tax Heretofore Levied for the City of St. Charles.

**Voice Vote:** Ayes: Unanimous; Nays: None. Chrmn. Stellato did not vote as Chairman.

**Motion Carried.**

**b. Seeking direction regarding a supplemental request for funding assistance from Riverfest for the 2015 event.**

**Chrmn. Stellato:** We've been asked to postponed this item to February 1, 2015 Government Operations Committee meeting.

Motion by Ald. Silkaitis, second by Bessner to postponed this item to February 1, 2015 Government Operations Committee meeting.

**Voice Vote:** Ayes: Unanimous; Nays: None. Chrmn. Stellato did not vote as Chairman.

**Motion Carried.**

**8. Executive Session – None.**

- Personnel 5 ILCS 120/2(c)(2), 5 ILCS 120/2(c)(5)
- Pending Litigation 5 ILCS 120/2(c)(4)
- Probable or Imminent Litigation 5 ILCS 120/2(c)(4)
- Property Acquisition 5 ILCS 120/2(c)(3)
- Collective Bargaining 5 ILCS 120/2(c)(1)
- Review of Minutes of Executive Sessions 5 ILCS 120/2(c)(14)

**9. Additional Items from Mayor, Council, Staff or Citizens.**

**10. Adjournment**

Motion by Ald. Turner, second by Bessner to adjourn meeting at 8:02 p.m.

**Voice Vote:** Ayes: Unanimous; Nays: None. Chrmn. Stellato did not vote as Chairman. **Motion carried.**