

**MINUTES**  
**THE CITY OF ST. CHARLES**  
**GOVERNMENT OPERATIONS COMMITTEE**  
**ALD. STEVE WEBER, CHAIR**  
**MONDAY, MAY 6, 2024**  
**IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING**  
**CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET**

**1. Call to Order**

The meeting was called to order by Chair Weber at 7:17 pm.

**2. Roll Call**

**Present:** Ald. Silkaitis, Ald. Foulkes, Ald. Bongard, Ald. Muenz, Ald. Lencioni, Ald. Gehm, Ald. Pietryla, Ald. Wirball, Ald. Bessner, Ald. Weber. **Absent:** none.

**3. Administrative - None**

**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 so requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.

Chair Weber removed item 7a from the Omnibus vote.

Motion by Ald. Wirball, second by Ald. Pietryla to approve the Omnibus items.

**Roll Call Vote:** Ayes: Ald. Silkaitis, Ald. Foulkes, Ald. Bongard, Ald. Muenz, Ald. Lencioni, Ald. Gehm, Ald. Pietryla, Ald. Wirball, Ald. Bessner. Nays: None. Absent: None. Ald. Weber did not vote as Chair. **Motion Carried.**

**5. Finance Department**

- a. Recommendation to approve a Resolution authorizing a Service Agreement with the St. Charles History Museum for FY 2024-2025 in the amount of \$60,000.

Bill Hannah reminded the Committee this service agreement was discussed on February 5, 2024. The funding amount is an increase of \$10,000 and is consistent with the amount reflected in the 2024-2025 City budget.

Motion by Ald. Bongard, second by Ald. Wirball to approve a Resolution authorizing a Service Agreement with the St. Charles History Museum for FY 2024-2025 in the amount of \$60,000.

**Voice Vote:** Ayes: Ald. Silkaitis, Ald. Foulkes, Ald. Bongard, Ald. Muenz, Ald. Lencioni, Ald. Gehm, Ald. Pietryla, Ald. Wirball, Ald. Bessner. Nays: None. Absent: None. Ald. Weber did not vote as Chair. **Motion Carried.**

- b. Recommendation to approve a Resolution authorizing a Service Agreement with the St. Charles Business Alliance in the Amount of \$798,600 for FY 2024-2025.

Derek Conley reminded the Committee this service agreement was discussed on February 5, 2024. The funding amount is an increase of \$100,000 and is consistent with the amount reflected in the 2024-2025 City budget.

Motion by Ald. Bongard, second by Ald. Gehm to approve a Resolution authorizing a Service Agreement with the St. Charles Business Alliance in the Amount of \$798,600 for FY 2024-2025.

**Roll Call Vote:** Ayes: Ald. Silkaitis, Ald. Foulkes, Ald. Bongard, Ald. Muenz, Ald. Lencioni, Ald. Gehm, Ald. Pietryla, Ald. Wirball, Ald. Bessner. Nays: None. Absent: None. Ald. Weber did not vote as Chair. **Motion Carried.**

- \*c. Budget Revisions April 2024.

Motion by Ald. Wirball, second by Ald. Pietryla to approve Budget Revisions April 2024.

**Roll Call Vote:** Ayes: Ald. Silkaitis, Ald. Foulkes, Ald. Bongard, Ald. Muenz, Ald. Lencioni, Ald. Gehm, Ald. Pietryla, Ald. Wirball, Ald. Bessner. Nays: None. Absent: None. Ald. Weber did not vote as Chair. **Motion Carried.**

## 6. Information Systems

- \*a. Recommendation to approve a Resolution authorizing an agreement with Infor (US), LLC for annual software maintenance and support services for \$213,778.

Motion by Ald. Wirball, second by Ald. Pietryla to approve a Resolution authorizing an agreement with Infor (US), LLC for annual software maintenance and support services for \$213,778.

**Roll Call Vote:** Ayes: Ald. Silkaitis, Ald. Foulkes, Ald. Bongard, Ald. Muenz, Ald. Lencioni, Ald. Gehm, Ald. Pietryla, Ald. Wirball, Ald. Bessner. Nays: None. Absent: None. Ald. Weber did not vote as Chair. **Motion Carried.**

- \*b. Recommendation to approve a Resolution authorizing a three-year agreement with VertiGIS in the amount of \$27,191.

Motion by Ald. Wirball, second by Ald. Pietryla to approve a Resolution authorizing a three-year agreement with VertiGIS in the amount of \$27,191.

**Roll Call Vote:** Ayes: Ald. Silkaitis, Ald. Foulkes, Ald. Bongard, Ald. Muenz, Ald. Lencioni, Ald. Gehm, Ald. Pietryla, Ald. Wirball, Ald. Bessner. Nays: None. Absent: None. Ald. Weber did not vote as Chair. **Motion Carried.**

## 7. Police Department

- a. Recommendation to approve street closure for the annual Farmers Market from June through October.

This item was removed from the Omnibus vote.

Chief Keegan briefly explained that the Farmers Market has taken place at the Baker Memorial Church location for several years without any problems.

Ald. Wirball asked if moving the market to the 1<sup>st</sup> Street Plaza would be an option as an alternate location in the future. Heather McGuire explained the City is working on a policy regarding the usage of the plaza and that there will be discussions between City staff and Council once that policy is finalized.

Motion by Ald. Muenz, second by Ald. Gehm to approve street closure for the annual Farmers Market from June through October.

**Voice Vote:** Ayes: Ald. Silkaitis, Ald. Foulkes, Ald. Bongard, Ald. Muenz, Ald. Lencioni, Ald. Gehm, Ald. Pietryla, Ald. Wirball, Ald. Bessner. Nays: None. Absent: None. Ald. Weber did not vote as Chair. **Motion Carried.**

- b. Recommendation to amend City **Ordinance** Title 5 “Business Licenses and Regulations” by adding Chapter 5.56 “Ice Cream Vending Vehicles” to the St. Charles Municipal Code.

Chief Keegan explained at the request of several residents, City officials have researched ordinances regarding ice cream truck vending from multiple surrounding communities and have drafted an ordinance to regulate these vehicles and businesses for the City of St. Charles. He stated this ordinance would be similar to what is currently in place for door-to-door solicitors and carnival workers. The provisions would include an application process, a police department background check, which would include drivers license check, insurance on the vehicle, and a

criminal history check. The police department will also inspect the vehicles, issue a photo ID, and ensure there is a license or permit issued by Kane or DuPage County Health Department. He added additional provisions would be hours of operations of 10:00 am – 8:00 pm, pedaling would be prohibited from the driver’s side, music would be prohibited while driving, but tones would be allowed.

It was requested by several Alderpersons to provide public notice in form of a vehicle sticker or something similar to be displayed on any ice cream truck doing business within the City. Chief Keegan stated that he will make an amendment to the ordinance forward it to the City Council for approval.

Motion by Ald. Pietryla, second by Ald. Lencioni to amend City Ordinance Title 5 “Business Licenses and Regulations” by adding Chapter 5.56 “Ice Cream Vending Vehicles” to the St. Charles Municipal Code.

**Voice Vote:** Ayes: Ald. Silkaitis, Ald. Foulkes, Ald. Bongard, Ald. Muenz, Ald. Lencioni, Ald. Gehm, Ald. Pietryla, Ald. Wirball, Ald. Bessner. Nays: None. Absent: None. Ald. Weber did not vote as Chair. **Motion Carried.**

## 8. Economic Development

- a. Recommendation to approve a **Resolution** Authorizing a Professional Services Agreement with Solomon Cordwell Buenz (SCB) for a Downtown Riverfront Property Feasibility Study in the amount of \$118,680.

Derek Conley reminded Council that in September 2023, staff was directed to issue a Request for Proposals for a Downtown Riverfront Property Feasibility Study for the former Police Department site. The intent of the study is not to propose development plans, but to collect data to provide the City with more information to properly evaluate development options. The scope of services is limited to a technical analysis of the site. SCB will provide environmental, geotechnical, floodplain, and utility analyses. SCB was the only consultant firm to submit a proposal and has a proven record of working on similar projects. The study is expected to be completed in four to five months.

Ald. Wirball asked if SBC will be utilizing the results from Desman Consulting for the traffic and parking analyses. Derek Conley explained SBC will rely on the counts that Desman gathered to discuss what type of developments could go there and if more parking would be needed to accommodate. He further explained that they would be utilizing cameras to gather traffic counts to give some indication of the number of cars, bikes, and pedestrians.

Ald. Pietryla asked if there would be any closures or excavations that would impact the trail. Derek Conley stated there would be some soil borings but that would not result in any type of closures.

Motion by Ald. Wirball, second by Ald. Pietryla to approve a Resolution Authorizing a Professional Services Agreement with Solomon Cordwell Buenz for a Downtown Riverfront Property Feasibility Study in the amount of \$118,680.

**Roll Call Vote:** Ayes: Ald. Silkaitis, Ald. Foulkes, Ald. Bongard, Ald. Muenz, Ald. Lencioni, Ald. Gehm, Ald. Pietryla, Ald. Wirball, Ald. Bessner. Nays: None. Absent: None. Ald. Weber did not vote as Chair. **Motion Carried.**

## 9. Public Comment

Paul McMahon appreciated the Downtown Riverfront Feasibility Study and asked if the information would be available to the public. Derek Conley stated the information he presented is on the City's website.

Dean Bemis asked what would be the role of each consultant. Derek Conley explained the three sub-consultants are the technical engineers and they will be the ones that will create the simple report. It will be the planning firm that will be putting all the information together into the larger report.

Art Lemke commented on the importance of current and future parking and traffic studies on State Street.

## 10. Additional Items from Mayor, Council or Staff

Derek Conley gave an update on the Smithfield Foods project. He explained the odor is due to an increase in production. Smithfield took action to help mitigate the odor by including a diffuser system with their wastewater plant. He stated that this has helped some but has not solved the odor problem completely. Smithfield has taken further action and has approved funding for engineering a lid that would cover the wastewater tank. The engineering plans have been submitted to the City and will also require review from the Illinois EPA. The City has also hired a consultant that is skilled with reviewing this to help expedite the process. City staff will give updates to Council during the permit process.

Heather McGuire updated Council on Pheasant Run. She stated the contractor is ready but is waiting for the construction of the crane. Once the final pieces of the crane is assembled and all the safety checks are performed, demolition of the tower will begin. The original 6 to 8-week timeline is expected. She added that City staff is continually working with the receiver to correct any issues that area businesses may be experiencing with the debris and clean-up.

Ald. Pietryla and Ald. Wirball expressed their concerns regarding some parking issues that have occurred on the Walnut Avenue closure and thanked the Police Department for responding to them. They asked the City staff if any mitigations were being implemented to help resolve this issue. Heather McGuire stated the Police Department is actively monitoring the area to make sure that the street is being used as intended by direction of Council. Derek Conley added that staff has been in communication with the Police Department to issue tickets that are outside of the license agreement.

**11. Adjournment**

Motion by Ald. Lencioni, second by Ald. Ghem to adjourn the meeting at 7:52 pm.

**Voice Vote:** Ayes: Ald. Silkaitis, Ald. Foulkes, Ald. Bongard, Ald. Muenz, Ald. Lencioni, Ald. Gehm, Ald. Pietryla, Ald. Wirball, Ald. Bessner. Nays: None. Absent: None. Ald. Weber did not vote as Chair. **Motion Carried.**

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