

MINUTES
February 9, 2016
Committee of the Whole
City of Batavia

Please **NOTE:** These minutes are not a word-for-word transcription of the statements made at the meeting, nor intended to be a comprehensive review of all discussions. They are intended to make an official record of the actions taken by the Committee/City Council, and to include some description of discussion points as understood by the minute-taker. They may not reference some of the individual attendee's comments, nor the complete comments if referenced.

Chair Brown called the meeting to order at 7:30pm.

1. Roll Call

Members Present: Ald. Brown, Russotto, Atac, Stark, Wolff, Fischer, O'Brien, Callahan, Hohmann, Mueller, Botterman, Cerone, and McFadden

Members Absent: Ald. Chanzit

Also Present: Mayor Schielke; Bill McGrath, City Administrator; Gary Holm, Director of Public Works; Wendy Bednarek, HR Director; Howard Chason, Information Systems Director; Glen Autenrieth, Batavia Police Department; and Jennifer Austin-Smith, Recording Secretary

2. Items to be Removed/Added/Changed

Brown stated that agenda item number nine, "Renewing Community Digital Sign Initiative and Kane County Riverboat Grant Application," would be removed. There was no objection from the Committee.

3. Matters From The Public (For Items NOT on Agenda)

There were no matters from the public for items not on the agenda at this time.

4. Review City Administrator Recruitment Profile – WRB LLC (Wendy Bednarek 2/9/16)

A summary was distributed to the Committee along with the brochure. Adriane Johnson, WRB LLC, reported on the changes to the City Administrator recruitment profile per the Committee's direction. She explained that they would be concluding Phase 1, the engagement session, of the process and entering into Phase 2, recruitment of the City Administrator.

Hohmann asked who from staff would be on the interview panel. Johnson stated that she believes it would be the HR Director and another staff member, which is yet to be decided. McGrath suggested that the department heads not be broken up as a group. To have only one of the department heads singled out for interviews (besides HR) would be inappropriate. Johnson stated that the screening team is different from the department head interview team and referenced page eleven on the brochure for the COW to review.

Johnson explained the recruitment process with the Committee and noted that a memo would be distributed with the status on the recruitment process at the end of March. The candidates would

be presented to the Mayor and the COW and should be on track to have a new City Administrator under contract by June 1st.

5. Resolution 16-14-R: Authorizing a Representative to Sign Loan Documents (WRM 2/5/16) GS

Atac reported that this resolution is to authorize the Finance Director, Peggy Colby, to sign the loan documents. In the past, only the City Administrator was able to sign the loan documents. Atac explained that Colby would not be able to sign anything that obligates the City to borrow money but could sign for the application process.

Motion: To recommend approval of Resolution 16-14-R: Authorizing a Representative to Sign Loan Documents

Maker: Atac

Second: Cerone

Voice Vote: 13 Ayes, 0 Nays, 1 Absent

Motion carried.

CONSENT AGENDA

6. Approval: 6th Amendment to TriCom Intergovernmental Agreement (Chief Schira 1/28/16) GS

Stark announced that she is the representative for TriCom from the City Council. She explained that as TriCom has taken on additional towns, the newer members have wanted voting rights. We had to amend the Intergovernmental Agreement to allow for a certain amount of voting rights to the newer members. Stark explained that the newer members do not get to sit on the board but they will have some voting rights in TriCom. Stark stated that it is important that this gets done now to make it clear that Batavia, Geneva and St. Charles are the primary members of Tri-Com.

Motion: To recommend approval of 6th Amendment to TriCom Intergovernmental Agreement

Maker: Stark

Second: McFadden

Voice Vote: 13 Ayes, 0 Nays, 1 Absent

Motion carried.

7. Resolution 16-12-R: Authorizing Execution of the Local Agency Agreement for Federal Participation for the Wilson Street LAFO Resurfacing-Raddant Road to Kirk Road Project with the Illinois Department of Transportation (Tim Grimm 2/4/16) CS

Holm reported that the City has received federal funding from the Kane Kendall Council of Mayors. The funding would allow us to resurface from Raddant Road to Kirk Road. Two agreements need to be executed to receive the federal funding. The first one is Resolution 16-12-R and our portion of the project cost would be \$126,500 and if the costs come in below that then our portion would proportionately be below. If the project costs come above that then we would pay whatever the addition is.

Motion: To recommend approval of Resolution 16-12-R: Authorizing Execution of the Local Agency Agreement for Federal Participation for the Wilson Street LAFO

Resurfacing-Raddant Road to Kirk Road Project with the Illinois Department of Transportation

Maker: O'Brien
Second: Hohmann
Voice Vote: 13 Ayes, 0 Nays, 1 Absent
Motion carried.
CONSENT AGENDA

8. Resolution 16-13-R: Authorizing Execution of the Construction Engineering Services Agreement for Federal Participation for the Wilson Street LAFO Resurfacing – Raddant Road to Kirk Road with AECOM (Tim Grimm 2/4/16) CS

Holm reported that AECOM has extensive experience in LAFO, which is why they were chosen, and they have provided the City with a scope of cost of service for \$42,909. AECOM would provide professional services for Phase 3 construction. The cost is contained within the City's participation of the cost of \$126,500 as discussed in the agenda item prior.

Motion: To recommend approval of Resolution 16-13-R: Authorizing Execution of the Construction Engineering Services Agreement for Federal Participation for the Wilson Street LAFO Resurfacing – Raddant Road to Kirk Road with AECOM
Maker: O'Brien
Second: Stark
Voice Vote: 13 Ayes, 0 Nays, 1 Absent
Motion carried.
CONSENT AGENDA

9. Renewing Community Digital Sign Initiative and Kane County Riverboat Grant Application (Chris Aiston 2/5/16)

This discussion was removed from the agenda.

10. Discussion: Communication Person (WRM 2/5/16) GS

McGrath stated that he sent out a memo to the Committee regarding the Communication position. He explained that he has heard from several COW members that it is time to hire a Communications person and do a budget amendment to hire someone for this task. McGrath stated that he has this on the agenda for discussion.

Wolff stated that there is a need for a communications person. He noted that the school district now has a full time person doing communications and it has been a step in the right direction. Fischer stated that this is an important position and he would be in favor of hiring someone for this. Mayor Schielke stated that this is a common position being looked at for several municipalities. The question is the role of this person in regards to social media. Mayor Schielke stated that we need to have a policy on this so that there is direction. Brown commented that we are talking about hiring someone for a position that we do not have a job description for. We need to know more information on this position. Brown stated that he is not against the position but he is not sure what the position consists of. Brown stated that the new City Administrator may have some good ideas on this and should have the ability to make a recommendation for this

position. McGrath stated that he distributed a job description on this and will resend it to the Committee.

Brown stated that we were going to have a discussion on all of the positions needed within the City. Cerone agreed. Mueller stated that she would like to look at this position within the group of staffing needs so that we could prioritize them. She would like to see all the priorities first before we make a decision. Stark stated that we should look at these things sooner than the second half of the year so that we could get this done. Callahan stated that he is in support of hiring a communications person. He stated that we should talk about this more next month and consider where this position lays within the staffing priorities. At budget time, we voted on this and stated that this position could wait until next fall. We should talk about this next month in the bigger picture. Callahan added that policy decisions should be made prior to hiring someone for this position. Botterman supported having discussion on all staffing needs. Hohmann concurred. McFadden stated that the COW should have this discussion in context.

Brown stated that the Committee wants to have a good discussion on personnel so that we could prioritize the hiring and have discussion on how we could find revenue. Brown stated that the COW would like to have discussion on the status on projects as well.

McGrath stated that the COW needs a retreat to discuss where the priorities are. Afterwards, you have the department heads work on any work needed and then the COW could start working on the budget process. Brown stated that he could support a retreat for that purpose. Atac commented that she would like to consider the strategic plan and take a global approach to it. She feels that the list of priorities is micromanaging the staff. We should hand the strategic plan to staff and then have staff make the list of priorities.

McGrath will bring some more materials for the March meeting and suggest a retreat in August when the new administrator is here.

11. Fox River Issues CD

McGrath reported on the past two memos sent to the Committee. He stated that the owners of the strip center are very open to working with City staff. The next step would be finishing the RFQ and bringing in engineers. He is still waiting on feedback from the Park District on what role they would like to play on the dam and the depot pond. McGrath will send out a PowerPoint on what St. Charles is working on and it might be something Council might want to do on how to approach it because it is a big project.

12. Project Status

Bill reported on the following:

- Staff is visiting Chapman and Cutler regarding the bonding and how it impacts the project that we are working on at the Baptist Church. An issues memo has been sent to Chapman and Cutler from City Attorney Drendel and Aiston. We should have a good idea on whether there are certain things we could do.
- Staff will be also be meeting with the City's bond advisors as part of the C & C meeting. We should have some key information by the end of the week.

- Staff is working on land acquisition this week. Staff should know more in the next couple of weeks.
- Staff will internally take a look at the zoning ordinance and some of the building codes to see if things are too complex and review for business friendliness.
- Holm has been in touch with legal counsel downtown, there is nothing to report as of yet. Electronic and paper documentation has been sent to our legal counsel.
- Holm is going down to Prairie State for meetings for the next couple of days.
- Staff needs more information on the digital sign initiative and is working on obtaining the information needed.
- Gary Holm and Wendy Bednarek have interviews on Monday with the top two candidates for the Electric Financial Manager position. He hopes to have more information next week on how that went.

Botterman asked about the prevailing wage component. McGrath stated that prevailing wage is determined project by project. The legislature changes the definition of what public works are and the factors to pay for prevailing wage. The main factor is when public funds are used to pay someone else to do work. McGrath noted that the City's legal counsel consistently reviews the prevailing wage laws.

13. Other

Callahan announced that Thursday night in the City Council Chamber, 5-6:30pm, there would be a discussion about a farm-to-table dinner on River Street. River Street would be closed down for this special event. Over three hundred people have expressed interest in attending and over sixty people have offered to volunteer for the event. Callahan stated that they are planning on having this dinner on Saturday, August 6th, which is the last weekend of National Farmer's Market Week. Discussion would be held on the procedure and process on what needs to be done to hold such an event. Callahan has spoken to the City Planner and has a background packet for this meeting.

Callahan stated that Flag Day is tomorrow.

Brown stated that there is a River Corridor discussion tomorrow night at Geneva City Hall at 6pm.

14. Adjournment

There being no other business to discuss, Chair Brown asked for a motion to adjourn the meeting at 8:44pm; Made by Hohmann; Seconded by O'Brien. Motion carried.