

**MINUTES**  
**March 13, 2018**  
**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:** Chair Brown; Ald. Russotto, Atac, Chanzit, Wolff, Salvati, O'Brien, Callahan, Meitzler, Malay, Uher, Cerone, and McFadden

**Members Absent:** Alderman Stark

**Also Present:** Mayor Schielke; Chief Deicke, Batavia Fire Department; Chief Eul, Batavia Police Department; Laura Newman, City Administrator; Scott Buening, Director of Community Development; Gary Holm, Director of Public Works; Chris Aiston, Economic Development Consultant; Anthony Isom, Administrative Assistant to the City Administrator; and Jennifer Austin-Smith, Recording Secretary

**2. Approve Minutes for February 13 and February 27, 2018**

**Motion:** To approve the minutes for February 13 and February 27, 2018

**Maker:** Uher

**Second:** Cerone

**Voice Vote:** 13 Ayes, 0 Nays, 1 Absent  
Motion carried.

**3. Items to be Removed/Added/Changed**

There were no items to be removed, added or changed.

**4. Matters from the Public (For Items NOT on Agenda)**

Duke Wall, 811 Manchester, addressed the Committee. He asked that more notification be made to Batavia residents when hot topics, such as school violence and the second amendment, are to be discussed at meetings. Newman announced that there would be future community meetings they would be broadly advertised.

**5. Presentation from Volunteer Organizations:**

- a. ACCESS (Fireworks/Toy Drive)
- b. Flag Day
- c. MainStreet
- d. Food Pantry
- e. BATV

**f. Community Band**  
**g. Chamber**

The Batavia volunteer organizations presented to the Committee of the Whole (COW) their charge as volunteer organizations. The community Toy Drive representative, Roy Bailey, shared that the Batavia community helped over 600 families by taking care of those families by making sure that they have a Merry Christmas. He asked for assistance in finding a home for the Toy Drive. He stated that ideally he could use 9,000 square feet, like the Jewel space, but he would take whatever he could get.

The volunteer organizations shared brief presentations on what they offer the community. The COW and community were encouraged to email the organizations any questions or interest in becoming a volunteer. Contact information is located below:

- Flag Day and Fireworks
  - [flagdaymonument.com](http://flagdaymonument.com)
  - [Bataviafireworks.org](http://Bataviafireworks.org)
  - [Bataviaflagday.com](http://Bataviaflagday.com)
- Batavia Chamber of Commerce
  - [Bataviachamber.org](http://Bataviachamber.org)
- Batavia Community Band
  - [bataviacommunityband@gmail.com](mailto:bataviacommunityband@gmail.com)
- Batavia MainStreet
  - [Downtownbatavia.com](http://Downtownbatavia.com)
  - 630-761-3528
- Batavia Food Pantry
  - [Bataviafoodpantry.org](http://Bataviafoodpantry.org)
- BATV
  - [info@batv.com](mailto:info@batv.com)
  - 630-937-5413

**6. Presentation: Batavia Environmental Commission – 2018 Goals**

The Batavia Environmental Commission, Anna Baker, shared that their goals are modeled after the Metropolitan Mayors Caucus. She noted that some of the 2018 goals are close to being met and discussed the 2018 goals with the COW as listed below:

- Native species
- Retention Pond Project
- Restoration Sites
- Southwest Corner of Fabyan and Route 25
- Partnering with the high school
- Air quality – idling campaign
- Indoor Air Quality – Radon awareness
- Walkability
- Economic Development to roll out in 2019 encourage recycling for businesses in our community
- Environmental Education

- Prairie events
- Waste and recycling events
- Food scrap recycling
- Increasing education on recycling
- Energy and long-term goals

Baker announced that the Batavia Environmental Commission meets on the second Wednesday of every month at 7pm in the Aldermen's room. All of the events are listed on Facebook. Baker shared that the Environmental Commission is working towards getting Batavia certified as a walk friendly town through walkfriendly.org and would need the City Council and City Staff's help. The consensus of the Committee was in favor of supporting the Environmental Commission on getting Batavia certified as a walk friendly town.

**7. Resolution 18-29-R: Authorizing Execution of the Contract with Copenhaver Construction Inc. for the Area 3 Storm Sewer Separation – Phase 1 (A Podraza 3/9/18) CS**

Wolff summarized the memo. Holm stated that City staff is recommending a 10% contingency as with past practice for projects of this scope.

**Motion:** To recommend approval of Resolution 18-29-R: Authorizing Execution of the Contract with Copenhaver Construction Inc. for the Area 3 Storm Sewer Separation – Phase 1 in the amount of \$1,521,971.76  
**Maker:** O'Brien  
**Second:** Callahan  
**Voice Vote:** 13 Ayes, 0 Nays, 1 Absent  
Motion carried.

**8. Resolution 18-30-R: Authorizing Execution of a Construction Engineering Agreement with WBK for Task Order 17 in the amount not-to-exceed \$69,722.51 (A. Podraza 3/9/18) CS**

Holm summarized the memo.

**Motion:** To recommend approval of Resolution 18-30-R: Authorizing Execution of a Construction Engineering Agreement with WBK for Task Order 17 in the amount not-to-exceed \$69,722.51  
**Maker:** O'Brien  
**Second:** Callahan  
**Voice Vote:** 13 Ayes, 0 Nays, 1 Absent  
Motion carried.  
CONSENT AGENDA

**9. Resolution 18-33-R: Intergovernmental Agreement with College of DuPage to Conduct Firefighter Applicant Testing (Randy Deicke 3/7/18) CS**

Chief Diecke reviewed the Intergovernmental agreement with the College of DuPage with the Committee.

**Motion:** To recommend approval of Resolution 18-33-R: Intergovernmental Agreement with College of DuPage to Conduct Firefighter Applicant Testing  
**Maker:** Meitzler  
**Second:** Uher  
**Voice Vote:** 13 Ayes, 0 Nays, 1 Absent  
Motion carried.  
CONSENT AGENDA

**10. Resolution 18-31-R: Authorize Approval of the City of Batavia Federal QBS Policy (Chris Bong 3/6/18)**

Holm stated that City staff is following the procedures in the Federal QBS Policy, which mirrors IDOT's recommended policy, so staff is recommending approval of Resolution 18-31-R.

**Motion:** To recommend approval of Resolution 18-31-R: Authorize Approval of the City of Batavia Federal QBS Policy  
**Maker:** Callahan  
**Second:** Russotto  
**Voice Vote:** 13 Ayes, 0 Nays, 1 Absent  
Motion carried.  
CONSENT AGENDA

**11. Resolution 18-32-R: Authorize Approval of the Phase III Construction Engineering Services Shortlist for FY 18 to FY 22 (Chris Bong 3/6/18)**

Holm reported that staff received and reviewed twenty-four firms and narrowed it down to a shortlist of six firms:

- Baxter & Woodman, Inc.
- Bollinger, Lach and Associates
- HR Green, Inc.
- Trotter and Associates
- V3 Companies
- WBK Engineering

The Committee discussed the formation of the shortlist. Holm explained that the shortlist would be the firms the City would consider first for construction and other firms could be chosen for design. Holm stated that firms were selected by the firm's experience, their team of people and their qualifications of working on projects similar to the construction projects staff is contemplating. The projects are listed in the memo. Holm explained that it is more efficient for staff time to have a shortlist of consultants. Some Committee members expressed concern over the five-year effective time frame for the shortlist, supporting Batavia-based companies, and the possibility of excluding new companies that may be qualified but do not yet have the work experience yet. Chanzit asked if staff reserves the right to revisit and revise the top six firms if needed. Holm stated that staff could return to the Committee to revise the list. Chanzit stated that based on that he would trust staff's judgment on this matter. Holm stated that this list does not have to be forever, but there has to be some level of efficiency.

**Motion:** To recommend approval of Resolution 18-32-R: Authorize Approval of the Phase III Construction Engineering Services Shortlist for FY 18 to FY 22 with six firms and a three-year time frame

**Maker:** Salvati

**Second:** Callahan

**Roll Call Vote:** **Aye:** Salvati, Brown, O'Brien, Callahan, Meitzler, Malay, Uher, Cerone, McFadden, Russotto, Atac, Chanzit, Wolff

**Nay:** None

13-0 Vote, 1 Absent, Motion carried.

CONSENT AGENDA

## **12. Discussion: Strategic Plan Review: Mission, Vision, Values, SWOT Analysis and Major Topics (GS)**

The discussion on the strategic plan, mission, vision, values, SWOT Analysis and major topics was tabled until the March 20<sup>th</sup> COW meeting due to the late hour and the four topic Executive Session. Callahan suggested that this topic be placed at the first agenda item if possible.

## **13. Project Status**

Newman reported on the following:

- Sierra Trading Post is scheduled to open on March 17<sup>th</sup>
- Dollar Tree opening on March 29<sup>th</sup>
- The City received an application for expansion of the Funway facility on South River Street. The proposed expansion would need an amendment to the Comprehensive Plan, Zoning Map and Design Review.
- Plan Commission on March 21<sup>st</sup> will hear the final plat for the property at West Wilson Street and Spuhler Drive and also the Prairie Commons development.
- Area 3 separation project continues to move forward.
- The 2018 Sidewalk Program has been up for bid. The Sidewalk Program and Street Resurfacing Program is on the City's website under Maps (Construction Projects) to show which streets would be included.
- The street's crew is performing general winter cleanup activities.
- The water department is looking into fire hydrant repairs and finalization of well #6 and #8 project specifications.
- Electrical has ongoing engineering for their capital projects and the Colonial Village overhead improvements.
- MetroNet is doing installations and restorations on the east side of Batavia.

## **14. Other**

O'Brien commented that the façade on the backside of Brianna's Pancake House is falling apart. He asked how this construction came about. Buening answered that part of the screen structure was put up initially without a permit and staff is having the owner go back and fix it. Brianna's will be returning to the Historic Preservation Commission with a Certificate of Appropriateness for another portion of the façade. Aiston added that the City is holding off on disbursing the loan amounts until the project is not only permitted but also completed.

Atac stated that she would like to discuss the streetscape on Batavia Avenue. Atac stated that we should at least plan it for when TIF funds become available. Atac asked for an alderman to join her in asking staff to prepare conversation about planning of a streetscape in Area 4, Batavia Avenue, at an upcoming meeting once the Strategic Plan and branding discussions are completed. Brown stated that he would support this conversation happening. Alderman O'Brien joined Atac with her request. O'Brien stated that we should continue this discussion and the past streetscape's the City has done have been successful. Atac stated that we are looking at ways to make Batavia Avenue more walkable and it should at least be part of one big plan, such as the streetscape.

Mayor Schielke stated that we lost a long time member of the Batavia Fire Department Paid On-Call Force, Jim Liedberg. He stated that we are sorry to hear of his passing and acknowledge his many contributions to the community. Callahan added that he was a very good man and a quiet mentor behind the scenes. Mayor Schielke commented that he would honor Jim Leber's memory at the City Council meeting as well.

#### **15. Executive Session:**

- a. Setting the Price of Land for Sale (Central)(SB)**
- b. Setting the Price of Land for Sale (East)(SB)**
- c. Report on Thomle Building RFP (Chris Aiston)**
- d. Personnel**

**Motion:** To enter into Executive Session

**Maker:** Uher

**Second:** Salvati

**Voice Vote:** 13 Ayes, 0 Nays, 1 Absent  
Motion carried.

The COW entered into executive session at 9:33pm and exited executive session at 10:36pm.

#### **16. Adjournment**

There being no other business to discuss, Chair Brown asked for a motion to adjourn the meeting at 10:36pm; Made by O'Brien; Seconded by Salvati. Motion carried.

Minutes respectfully submitted by Jennifer Austin-Smith