

MINUTES
July 28, 2020
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 Wolff called the meeting to order at 7:00pm.

1. Roll Call

Members Present: Chair Wolff; Ald. Miller, Russotto, Beck, Chanzit , Baerren, O'Brien, Callahan, Meitzler (on phone), Malay (on phone), Uher (on phone), Cerone (on phone) and McFadden (on phone)

Members Absent: Alderman Knopp

Also Present: Mayor Schielke; Chief Deicke, Batavia Fire Department (on phone); Laura Newman, City Administrator; Gary Holm, Director of Public Works; Peggy Colby, Director of Finance; and Jennifer Austin-Smith, Recording Secretary

2. Reminder: Please speak into the microphone for BATV recording

3. Approve Minutes for June 30, 2020

Motion: To approve the minutes for June 30, 2020

Maker: O'Brien

Second: Chanzit

Roll Call Vote: **Aye:** O'Brien, Callahan, Meitzler, Malay, Uher, Cerone, McFadden, Miller, Russotto, Beck, Chanzit, Baerren, Wolff

Nay: None

13-0 Vote, 1 Absent, Motion carried.

4. Items to be Removed/Added/Changed

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

5. Matters From the Public (For Items NOT on the Agenda)

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

6. Consent Agenda

(The Consent Agenda is made up of items recommended by city staff that requires recommendation to the full City Council by the COW. This agenda is placed as a separate item on the COW agenda. The items on the Consent Agenda are usually minor items, already budgeted, standard non-policy activities or outgrowths of earlier meetings and are voted on as a "package" in the interest of saving time on non-

controversial issues. However, any council member may, by simple request, have an item removed and placed on the “regular” agenda.)

- a. Resolution 20-093-R: Authorizing a zero dollar change contract amendment for Main Street Reconstruction design contract awarded to CivilTech Inc. through Resolution 17-49-R (RB 7/24/20) CS**

Motion: To approve the Consent Agenda as presented

Maker: Chanzit

Second: Beck

Roll Call Vote: **Aye:** Chanzit, Baerren, Wolff, O’Brien, Callahan, Meitzler, Malay, Uher, Cerone, McFadden, Miller, Russotto, Beck

Nay: None

13-0 Vote, 1 Absent, Motion carried.

7. Presentation: Mask Up Batavia Sign Initiative – Sandra Miller

Sandra Miller reported on how they would like the Mask Up Batavia Sign Initiative to support the back to school effort. They regard this as a private effort for the public good. They have collected money to pay for one hundred signs to be placed around Batavia. Dr. Sue Soclomenski discussed how this collaboration came into place. The consensus of the Committee was in support of this initiative.

- 8. Ordinance 20-48: An Ordinance authorizing and providing for the issue of not to exceed \$1,000,000 Waterworks Revenue Bonds (IEPA) of the City of Batavia, Kane and DuPage Counties, Illinois, for the purposes of paying the costs of the necessary improvements to the Waterworks System of said City, prescribing all the details of said bonds and providing for the collection, segregation and distribution of the revenues of said System for the payment of said bonds (PC 7/23/20) GS**

Chanzit overviewed the memo.

Motion: To approve Ordinance 20-48: An Ordinance authorizing and providing for the issue of not to exceed \$1,000,000 Waterworks Revenue Bonds (IEPA) of the City of Batavia, Kane and DuPage Counties, Illinois, for the purposes of paying the costs of the necessary improvements to the Waterworks System of said City, prescribing all the details of said bonds and providing for the collection, segregation and distribution of the revenues of said System for the payment of said bonds

Maker: Chanzit

Second: O’Brien

Roll Call Vote: **Aye:** Chanzit, Baerren, Wolff, O’Brien, Callahan, Meitzler, Malay, Uher, Cerone, McFadden, Miller, Russotto, Beck

Nay: None

13-0 Vote, 1 Absent, Motion carried.

- 9. Ordinance 20-49 AN ORDINANCE authorizing and providing for the issue of not to exceed \$2,350,000 Sewage Revenue Bonds (IEPA) of the City of Batavia, Kane and DuPage Counties, Illinois, for the purposes of paying the costs of the necessary improvements to the Sewage System of said City, prescribing all the details of said bonds and providing for the collection, segregation and distribution of the revenues of said System for the payment of said bonds (PC 7/23/20) GS**

Motion: To approve Ordinance 20-49 AN ORDINANCE authorizing and providing for the issue of not to exceed \$2,350,000 Sewage Revenue Bonds (IEPA) of the City of Batavia, Kane and DuPage Counties, Illinois, for the purposes of paying the costs of the necessary improvements to the Sewage System of said City, prescribing all the details of said bonds and providing for the collection, segregation and distribution of the revenues of said System for the payment of said bonds

Maker: Chanzit

Second: O'Brien

Roll Call Vote: **Aye:** Chanzit, Baerren, Wolff, O'Brien, Callahan, Meitzler, Malay, Uher, Cerone, McFadden, Miller, Russotto, Beck
Nay: None
13-0 Vote, 1 Absent, Motion carried.

- 10. Ordinance 20-50 AN ORDINANCE providing for the issuance of \$4,000,000 General Obligation Bonds, Series 2020, of the City of Batavia, Kane, and DuPage Counties, Illinois, for the purpose of financing water main replacements and water treatment plant improvements, providing for the levy and collection of a direct annual tax sufficient to pay the principal and interest on said bonds, authorizing the execution of an escrow agreement in connection with the issue of said bonds, and authorizing the sale of said bonds to the purchaser thereof. (PC 7/23/20) GS**

Motion: To approve Ordinance 20-50 AN ORDINANCE providing for the issuance of \$4,000,000 General Obligation Bonds, Series 2020, of the City of Batavia, Kane, and DuPage Counties, Illinois, for the purpose of financing water main replacements and water treatment plant improvements, providing for the levy and collection of a direct annual tax sufficient to pay the principal and interest on said bonds, authorizing the execution of an escrow agreement in connection with the issue of said bonds, and authorizing the sale of said bonds to the purchaser thereof

Maker: Chanzit

Second: O'Brien

Roll Call Vote: **Aye:** Chanzit, Baerren, Wolff, O'Brien, Callahan, Meitzler, Malay, Uher, Cerone, McFadden, Miller, Russotto, Beck
Nay: None
13-0 Vote, 1 Absent, Motion carried.

11. Resolution 20-094-R: Awarding a Grant to MainStreet for the Boardwalk Shops (LN 7/23/20) GS

Chanzit overviewed the memo.

Motion: To approve Resolution 20-094-R: Awarding a Grant to MainStreet for the Boardwalk Shops

Maker: Chanzit

Second: O'Brien

Roll Call Vote: **Aye:** Chanzit, Baerren, Wolff, O'Brien, Callahan, Meitzler, Malay, Uher, Cerone, McFadden, Miller, Russotto, Beck

Nay: None

13-0 Vote, 1 Absent, Motion carried.

12. Presentation: Midyear Report (LN)(GS)

Newman presented a PowerPoint presentation on the consolidated Midyear Report. The Midyear Report contained the following information:

- COVID-19 protocols and efforts
- *Finance Department*
- First Half
 - Finance and virtual audit
 - Rebuild Illinois Fund
- Second Half
 - Online utility billing and permitting
 - IEPA Loans for infrastructure record keeping
 - New software
- Sales Taxes
 - Municipal Share and Home Rule Sales Tax
- General Fund
- Income Tax
- Consumption Taxes
- General Fund Major Revenues
- General Fund Expenditures (No Interfund or Chargebacks)
- *Public Works 2020 Midyear Report*
- First Half
 - Capital improvement projects
 - Engineering studies/Planning
 - Support for Community Development
 - Support for Economic Development
- Second Half
 - Capital Improvement projects
 - Engineering studies/Planning
- Consider for Removal from Budget Hold
 - Bike Share Program
 - Contractual Hauling of snow, leaves, etc.
 - Water Improvements (capital)

- Carriage Crest Engineering (capital)
 - Electric Improvements (capital)
- *Community and Economic Development*
- First Half
 - Hybrid paper and electronic permitting system
 - One Washington Place
- Second Half
 - Finishing online permitting system
 - TIF 6
 - Integration of Economic Development into Community Development Department
- Consider for Removal from Budget Hold
 - Economic Development Manager position
 - Ombudsman for projects
 - Budget can wait until 2021 when the new ED position is filled for the “hunter” aspect of the budget
 - Gateway Grants
 - Training and Conferences
- *Human Resources*
- First Half
 - IMRF Audit
 - Health Insurance compliance
 - COVID legislation/laws
 - 12 New Hires
- Second Half
 - Source our wellness biometric provider
 - On-line open enrollment
 - Continue to monitor COVID concerns
- *Information Systems*
- First Half
 - GIS
 - VUEWorks
 - Pandemic Assistance
 - VPN Implementation
 - Virtual Meetings
 - Security Awareness Training
 - Ed Larson’s Contributions
- Second Half
 - SCADA
 - Paymentus
 - GIS
 - Permits Online
- Consider for Removal from Budget Hold
 - Replacement of Copiers
 - Document Mgt Software
 - Signage and Displays (Partial in Lobby and PW, no conference rooms)

- *Fire Department*
- First Half
 - COVID-19 safety
 - COVID-19 Incident Action Plan
 - FEMA Grant: air-packs, new radios StarCom
 - New command car
 - Engine/pumper temporarily put on hold
- Second Half
 - Complete air-pack purchase
 - FEMA Grant: Pagers
 - Collective Bargaining
 - Fulltime firefighter applicant list
 - Lieutenants test process
 - Finalize training on new hires
- Consider for Removal from Budget Hold
 - Replace the 1996 Engine/Pumper (1M and urgent need)
- *Police Department*
- First Half
 - Pandemic staffing
 - PPE plans
 - Calls for Service and Self-Initiated Activity down 30%
- Second Half
 - Overtime
 - In-Service Training
 - STARCOM-21 radio system for police communications
 - Body worn camera system (2021 budget)
- *2021 Budget Process Started*
 - Revenue Sources
 - Many Unknowns
 - Known – Expenditures with always outpace revenues without new revenues
 - Can delay vacancy replacements where possible (in GF)
 - COVID 19 implications
 - Changes to operations for short term
 - Workforce wages unknown except for some union contracts
 - Short and long term impact to revenues
 - City Council to review and evaluate Strategic Plan
 - Economic Development essential for long term viability
 - CARES Act

13. Discussion: Effect of Pandemic on Strategic Action Plan (LN)(GS)

Newman stated the results of the community survey would be received in a month. She recommended that the City take a step back from strategic priorities and come back to the first part of the process, which was the SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) because the landscape has changed drastically. We would include input from the

community survey. We could then take a look at the strategic plan and determine if we need to change course. Chair Wolff concurred. There was no objection from the Committee.

14. Project Status

Newman reported on the following:

- Plan Commission will have a meeting on 8/19 to discuss several City rezonings and one private property rezoning. The City is receiving communications from a number of local property owners regarding opportunities for businesses in our downtown.
- Public Works:
- Main Street is experiencing delays from original project schedule mainly due to unforeseen underground utility conflicts.
- Prairie Street is tracking ahead of schedule.
- Ward One construction final restoration and punch list items
- Area Three is on schedule with underground water main and storm sewer work continuing.
- Engineering is working on finalizing scope of services for the next phase in Carriage Crest.
- Engineering plans for the water treatment plant is being reviewed.

15. Other

Callahan commented that we do not know when COVID-19 is going to come to an end. He continued that outdoor dining is going to be a competitive advantage and is being implemented out of necessity. He asked how can we make outdoor dining as attractive and eye appealing to make people want to go there. Callahan stated that during his travels there are so many places in the northeast region that are doing a fantastic job making outdoor dining appealing to the eye. For example, they have painted their concrete barriers and they look amazing. As we are an artistic community, there are a lot of resources available to us to dress up the outdoor dining area and to put our own Batavia stamp on it. He would like to see Batavia put our better foot forward instead of the plain barricades. A lot of these improvements could be low cost to no cost. Baerren added that she would also like to see if there is something we could do to help with Water Street. Beck questioned if planters or a cement barrier could be put in front of the orange barrier to make it look pretty. Newman stated that staff would look into it.

The Committee discussed parklet ordinances. Newman shared that she is looking at the Minneapolis parklet ordinance and the Rockford parklet ordinance because they seem to represent two ends of the spectrum in regards to too many regulations and too light of regulation. Newman will find a happy medium to bring to the Committee. Russotto suggested looking into Green Bay Wisconsin's ordinance because they recently approved parklets. Beck added that Batavia, New York also recently approved parklets.

Chanzit stated that with the closure of the theaters he would have expected less stacking and less accidents with the post office. He asked if there was any way to reconfigure this dangerous intersection. Mayor Schielke commented that the County is trying to increase the safety at that intersection so the City could certainly ask.

16. Adjournment

There being no other business to discuss, Chair Wolff asked for a motion to adjourn the meeting at pm; Made by Chanzit; Seconded by Uher. Motion carried.

Minutes respectfully submitted by Jennifer Austin-Smith, Recording Secretary, on August 5, 2020.