

MINUTES
June 27, 2011
Government Services Committee
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. Minutes 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. Any references to discussion and/or statements are only to provide greater clarity to the public and they may not reference all, some, or any of an individual speaker's comments.

Chairman Dietz called the meeting to order at 7:33 p.m.

1. Roll Call

Members Present: Aldermen Chanzit, Dietz, Liva, Stark, Tenuta, and Thelin Atac

Members Absent: Alderman Sparks

Also Present: Aldermen Volk and Wolff ; Jason Bajor, Assistant City Administrator; Randall Deicke, Fire Chief; William McGrath, City Administrator; Mayor Schielke (7:56 p.m.), and Connie Rizo, Recording Secretary

2. Items /Removed/Added/Changed

None.

3. Public Comment

None.

4. Approve Minutes for May 9, and May 23, 2011

Chairman Dietz stated that the minutes of May 9, 2011, should be amended to reflect that the opening paragraph state it was Ald. Wolff who was in favor of the proposed agenda with Dr. Gabris, replacing the pronoun "he" to "Ald. Wolff."

Motion: To recommend approval of the amended 5/09/11 minutes and the 5/23/11 Government Services Committee meeting minutes.

Maker: Stark

Second: Liva

Voice vote: 6 Ayes, 0 Nays, Motion Carried.

5. Approval of Class D-1 Liquor License for Gammon Coach House/Jon With (Chf. Schira 6/21/11)

Bill McGrath advised that the liquor license application went through the process without any issues and that staff was recommending that the liquor license be granted.

Jon With, Elgin, Illinois, advised he previous had been a resident of Batavia and his daughter graduated from Batavia High School. With stated he always liked Batavia and wanted to bring a business to the community. With explained that his business would be in the building owned by Joe Marconi that previously was occupied by Ona's on the Avenue. With stated the establishment would serve comfort foods (i.e. pizza, hamburgers) and specials (i.e. fried chicken, ribs) with a variety of alcohol to compliment the food offerings. With advised the business would utilize the outside patio area. With stated that he strives to be open before 8/1/11. With explained he has been in the restaurant business before through Francesca's in St. Charles and Dundee, a Thai Restaurant in St. Charles and Geneva, and Wildwood Restaurant.

Ald. Liva inquired if With had ever served liquor to minors at his other restaurants. With responded he had not served liquor to minors in his previous establishments. Ald. Volk pointed out that With should be aware the new restaurant would be tested for serving liquor to minors. With stated he welcomed the testing and expressed the establishment would pass without issue. With stated he would continue to have the Thai Restaurant in Geneva along with operating the Gammon Coach House in Batavia with 6-8 employees in the kitchen and 8-10 other employees.

Motion: To recommend to City Council approval of the Class D-1 liquor license for Gammon Coach House/Jon With.

Maker: Tenuta

Second: Chanzit

Voice vote: 6 Ayes, 0 Nay, Motion Carried.

Ald. Liva pointed out there were several contingencies for the Gammon Coach House prior to commencing the sale of liquor. Chairman Dietz advised the contingencies would be met prior to voting on the liquor license on July 5, 2011, at the City Council meeting. With commented the establishment is also entertaining ideas for fundraiser events.

6. Resolution 11-54-R: Appointment of Jason Bajor as Authorized IMRF Agent (WRM 6/24/11)

Bill McGrath commented since Randy Recklaus left city employ McGrath was the temporary IMRF agent and now that Jason Bajor had been hired as Assistant City Administrator Bajor needed to be appointed as the authorized IMRF. McGrath advised this resolution is the standard appointment resolution.

Motion: To recommend to City Council approval of Resolution 11-54-R appointing Jason Bajor as the authorized IMRF Agent.

Maker: Liva

Second: Chanzit

Voice vote: 6 Ayes, 0 Nay, Motion Carried.

CONSENT AGENDA

Chairman Dietz inquired if there were other appointments that McGrath was temporarily handling the duties of since Recklaus left that now should be occupied by Bajor. McGrath responded FOIA officer, MainStreet Board, and Chamber Board were appointments that Recklaus previously handled, but McGrath stated he would discuss with Mayor Schielke regarding those appointments.

7. Resolution 11-64-R: Authorization for Execution of a Resolution for Credit Card Services through Harris Bank (Peggy Colby 6/24/11)

Bill McGrath explained that Resolution 11-64-R was being done in connection with changing from banking with Old Second National Bank to Harris Bank. McGrath shared there is no expansion of spending authority or new credit card holders and this change is required by Harris Bank.

Motion: To recommend to City Council approval of Resolution 11-64-R for authorization of execution of an agreement for credit card services through Harris Bank.

Maker: Stark

Second: Chanzit

Voice vote: 6 Ayes, 0 Nay, Motion Carried.

CONSENT AGENDA

Ald. Liva brought up an issue of having difficulty with making a transfer of funds via a mobile phone access to the Harris Bank's revised website. Ald. Tenuta pointed out that she believed Harris Bank was changing from MasterCard to Bank of America for their credit card services. McGrath stated the issue Ald. Tenuta raised should not change the agreement since the resolution came from Harris Bank.

8. Project and Status Update **a. Lincoln Mural**

Ald. Tenuta commented there was a great article about murals in the July 2011 Illinois Municipal Review magazine.

9. Governance **a. Strategic Planning Status**

Bill McGrath stated that Dr. Gabris' strategic planning work would begin at the end of August 2011. McGrath advised that Dr. Gabris would also be looking for the Council to commit to at least two evening meetings at which the planning can occur instead of the usual all day retreat. McGrath briefly reviewed his 6/24/11 memo on Strategic Planning (refer to memo).

Chairman Dietz requested that a summary be provided of the Ignite Batavia event. McGrath stated that Dr. Gabris would interview Roger Breisch as part of his process. Ald. Tenuta stated she had notes from the Ignite Batavia event. McGrath commented there was no overall statement of values that encompassed the entire Ignite Batavia event.

Ald. Liva raised the issue that it was his understanding the vision of the City Council was of more concern than the vision of the City of Batavia for these current discussions. Ald. Liva brought up that perhaps in reviewing achievable goals the City Council should use the **Goals Objectives Strategy Plan** and **Action** process. McGrath opined that the product of the strategic plan has prioritized goals and was similar to the GOSPA process. Ald. Volk commented that each alderman should create a list of the topics they feel are the most pressing and from that compile a central list for the City Council to discuss. McGrath stated he could distribute a sample copy of a strategic plan from another community for the aldermen to review. Ald. Thelin Atac agreed with Ald. Volk and added that the strategic plan should support the vision as well as be representative of what the City wants and where the aldermen see the City going in the next 5 to 10 years. McGrath pointed out prioritization is also key especially when a finite amount of budget dollars is known.

Ald. Tenuta shared that she has a greater sense of what the community focus and desires are than she does of the City Council. Ald. Tenuta expressed that if she had a better sense of what the City Council's priorities were she could vote on items with more ease. Ald. Tenuta was in agreement with Ald. Volk that the top 10 topics/goals should be clarified and prioritized. Ald. Wolff stated the outcome of this process would reveal the top 10 goals. Ald. Tenuta stated the City Council needs to be more action oriented.

Ald. Stark explained that the majority of the City Council is new so the topics that are important currently likely are different than previously. Ald. Stark expressed that a vision statement should be short and concise and how to achieve that is what the mission statement should be. McGrath advised that the top 10 goals are separate from what the vision statement is. Ald. Wolff added that the top 10 goals should be in the mission statement. Ald. Stark agreed with Ald. Tenuta that actionable items should result from this process. Ald. Thelin Atac commented that if the aldermen do not understand their vision and are making decisions without having a strategic plan then the City Council should fall back on the Comprehensive Plan to focus its direction on as a City. Ald. Stark stated Batavia's vision is to protect and enhance its small town character and quality of life. McGrath commented that there is a difference of

importance of a vision statement when the organization is for profit or non-profit. McGrath pointed out there is an educational component to the vision statement for citizens and children to point out what makes something important in the eyes of Batavia. McGrath reiterated that he could distribute a sample copy of a strategic plan from another community for the aldermen to review.

Chairman Dietz inquired if Ald. Tenuta had any issues with the McGrath's 6/24/11 memo. Ald. Tenuta expressed she was in favor of involving citizen groups for them to report on strategic issues, but commented that this process should not delay previously discussed timelines. Chairman Dietz asked Ald. Tenuta to help hold the Committee accountable for a focus on prioritizing issues and budget tie ins while going through this process and keeping to timelines.

b. Visioning

Bill McGrath advised that Dr. Gabris knows of the current plan discussion that the Committee and Council would have on the Vision Statement. McGrath clarified that Dr. Gabris would not be facilitating a new vision statement. Ald. Wolff stated he would prefer all 14 aldermen be involved in the process of revising the vision statement.

Ald. Thelin Atac reviewed her e-mail of 6/26/11 (refer to document). Ald. Thelin Atac stated the vision statement needed to be unique to Batavia and have more emotional appeal. Ald. Thelin Atac read the following as a potential vision statement:

“The City of Batavia, Illinois, Vision Statement - 2015: Batavia's vision is to protect and enhance its small town character and quality of life, take a leadership role in collaborative efforts with civic partners to support a healthy diverse community that includes an appropriate range of housing and employment, cultivate a vibrant downtown, be a state utility leader working for clean energy and conservation and supplying cutting edge services with a diversified energy portfolio, advanced sustainable initiatives, including walkway and bike path connectivity and local initiatives, encourage citizen ideas and involvement making clear a reason for calling, connection, and celebration, provide the highest level of city services to maintain this charming river town called home since 1833.”

Ald. Thelin Atac explained that she looked at the Comprehensive Plan and personalized the vision statement. Ald. Wolff commented that it is a struggle to balance out what should be communicated in the vision statement. The vision statement provided by McGrath in his 6/24/11 memo and Ald. Thelin Atac's version in her 6/26/11 e-mail both contained verbiage that the Committee supported to continue through clarifying the mission and the strategic plan to implement them for Batavia.

c. Code Review

Bill McGrath provided a code review presentation giving information on the City Chief Operating Officer Roles and Tri-City Staff Comparison. McGrath stated he would distribute the presentation to the aldermen (refer to document).

Ald. Tenuta inquired whether the Committee would be reviewing the 1-71 City Administrator General Duties. McGrath stated that would be reviewed.

Ald. Volk stated there needs to be a process of formalizing hiring/firing. Ald. Volk expressed revising the department head list. The majority of the aldermen were in agreement with Ald. Volk. Ald. Thelin Atac inquired if McGrath would provide the aldermen with the Metro West survey once completed. McGrath replied that he would provide that survey once completed

10. Other

Ald. Thelin Atac inquired as to who to address for issues regarding the fire pit code, as residents in her ward have brought issues to her attention. Ald. Volk advised that should be handled in the City Services Committee.

Ald. Tenuta commented about the e-mail trails regarding moving a bus stop due to a convicted sex offender living nearby. Ald. Volk advised discussion of that topic would take place at the City Services meeting on 7/6/11. Ald. Volk requested the City Attorney be in attendance at the 7/6/11 City Services meeting.

11. Closed Session: Acquisition of Property (WRM 6/24/11)

Motion: To adjourn to Closed Session for the purposes of discussion of acquisition of property.

Maker: Thelin Atac

Second: Chanzit

Voice vote: 6 Ayes, 0 Nays, Motion Carried.

The meeting was adjourned to Closed Session at 9:02 p.m. and when Regular Session resumed at 9:26 p.m. all the same committee members were present.

12. Adjournment

A motion was made by Ald. Liva and seconded by Ald. Tenuta to adjourn the meeting at 9:26 p.m. All were in favor and the motion was carried.

Minutes prepared by
Connie Rizo