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MINUTES
CITY OF ST. CHARLES, IL
GOVERNMENT SERVICES COMMITTEE MEETING
MONDAY, JUNE 23, 2014, 7:00 P.M.

Members Present:	**Chairman Martin, Aldr. Stellato, Aldr. Silkaitis, Aldr. Payleitner, Aldr. Lemke, Aldr. Turner, Aldr. Krieger, Aldr. Bessner, Aldr. Lewis**
Members Absent:	**Aldr. Bancroft**
Others Present:	**Mark Koenen, City Administrator; Peter Suhr, Director of Public Works; Mike Burnett, Wastewater Division Manager; Tom Bruhl, Electric Services Manager; Chris Adesso, Public Services Manager; Steve Huffman, Interim Police Chief; Joe Schelstreet, Fire Chief**

1. **Meeting called to order at 7:00 p.m.**

2. **Roll Call**

   K. Dobbs:

   Stellato: Present
   Silkatis: Present
   Payleitner: Present
   Lemke: Present
   Turner: Present
   Bancroft: Absent
   Martin: Present
   Krieger: Present
   Bessner: Present
   Lewis: Present

3.a. Electric Reliability Report – Information only.

3.b Presentation of Bob Leonard Walk-a-Thon – Information only.

4.a Recommendation to approve Street and Parking Lot Closures and Use of Amplification Equipment for the 2014 Scarecrow Festival.

Interim Police Chief Steve Huffman presented. This is a recommendation for approval of street and parking lot closures and an amplification sound permit the 2014 Scarecrow Festival. The dates for Scarecrow Festival are October 10-12. The event remains sponsored by the St. Charles Convention and Visitors Bureau, with coordination behind handled through Ravenswood Event Services. Attached in your packets are the days requested for parking lot and street closures. I would like to make note that with the parking on Cedar Street being restricted, special arrangements have been agreed upon to retain access to Johnson's Statuary by way of Fourth Street. There is a last minute change in reference to Cedar Street that is not in your packet; in your packet it says the requested closure is for Cedar Street between Second Street and Fourth Street; the requested closure is the same, but it's a soft closure only, so through traffic will be allowed on Cedar Street. The dates have changed as well; they are requesting it be closed Friday 6:00 at a.m. to Sunday at 10:00 p.m.

In addition, they are requesting permission to use directional signage on the public parkway and use of sound amplification during the event. The Police Department requests authorization to modify the planned use area where it is deemed operationally necessary.

Staff recommends approval of street and parking lot closures and amplification for the 2014 Scarecrow Festival.

Aldr. Payleitner: Can we get those corrections before it goes to Council?

Interim Chief Huffman: Yes.

No further discussion.

Motioned by Aldr. Stellato, seconded by Aldr. Turner. Approved unanimously by voice vote. **Motion carried**

4.b. Recommendation to approve a Class E-2 Liquor License and Use of Amplification Equipment on August 16-17, 2014 for the Festival of the Horse & Drum at the Kane County Fairgrounds.

Interim Police Chief Steve Huffman presented. This is a recommendation to approve a Class E-2 Liquor License and Amplification License on August 16-17 for the Second Annual Festival of the Horse & Drum at the Kane County Fairgrounds. There were no problems or issues reported with this event last year. It will run from 9:00 a.m. to 10:00 p.m. Saturday, August 16 and 9:00 a.m. until 7:00 p.m. Sunday, August 17. The use of amplification equipment for the duration of the event is requested.

In addition, Gino's East has made application to operate a food and beer garden during the event, so a Class E-2 Temporary Liquor License has been requested for alcohol sales to start at 10:00 a.m. on both days and ending at the same time as the event both days.

The event sponsors have also contracted with Aioli Security, a private security company for the event. Police Department personnel will also be on hand as we deem necessary and that will be paid for by the organizer.

Staff recommends approval of a Class E-2 Liquor License and Amplification License on August 16-17 for the Festival of the Horse & Drum at the Kane County Fairgrounds.

Aldr. Krieger: Do we allow liquor sales as early at 10:00 a.m. on Sunday?

Interim Chief Huffman: Yes, the Ordinance does allow for liquor sales with a Class E-2 License at 10:00 a.m.

Aldr. Lewis: Were there two beer gardens last year?

Ms. Deerson: My name is Lisa Deerson, 42W580 Empire Road, St.Charles. There was one beer garden last year and this year we are adding a stage so we are requesting a beer garden in the food area next to the music stage.

Aldr. Lewis: So there will be two beer gardens?

Ms. Deerson: Yes, on the whole Fairgrounds.

Aldr. Lewis: How big will each beer garden be?

Ms. Deerson: We are working with the Police Department and they will tell us the parameters. With the beer garden last year we had 200 people in there and that was way too much.

Aldr. Lewis: Chief, do you see a problem with two separate locations?

Interim Chief Huffman: I do not see a problem with it. It's two separate beer gardens, but in close proximity to be considered one licensed premises. Last year, we had no issues. We will assign the appropriate amount of police personnel to stand by at the beer garden during serving times.

No further discussion.

Motioned by Aldr. Stellato, seconded by Aldr. Turner. Approved unanimously by voice vote. **Motion carried**

4.c. Recommendation to approve Use of Amplification Equipment and Road Closure on October 19, 2014 for the Rhythm on the River.

Chairman Martin recused himself and turned the item over to Vice-Chairman Payleitner.

Interim Police Chief Steve Huffman presented. This is a recommendation to approve an amplification license and road closure on October 19, 2014 from Noon until 6:30 p.m. for the Rhythm on the River. The St. Charles Noon Rotary and River Corridor Foundation will once again be partnering to sponsor a musical event at the Arcada Theater. In addition, this year they would like to add an antique car show and exhibition. The car show will take place in the Harris Bank parking lot and the event sponsors have received cooperation from Harris Bank to hold this event. The dance exhibition will take place on South Riverside Avenue and they would like to close South Riverside, south of Main Street and diagonally at Walnut Avenue in order to accommodate the dance group and allow safer access for spectators.

Staff recommends approval of an amplification license and a road closure on October 19 for the Rhythm on the River event located on South Riverside Avenue and the Harris Bank parking lot.

No further discussion.

Motioned by Aldr. Turner, seconded by Aldr. Stellato. Approved unanimously by voice vote. **Motion carried**

5.a. Recommendation to approve Construction Services Agreement for the Municipal Parking Lot Construction.

Peter Suhr presented. This is in regard to the Municipal Parking Lot Reconstruction Project, which is a budgeted capital project. Bids for the project were received from five qualified contractors last Thursday. Unfortunately the bids were higher than estimated and higher than what we currently have in the budget. Our budget includes $830,000 total, and the low bid amount is $1,035,000 which represents a $205,000 difference. A Lamp Concrete Contractors is the apparent low bidder and has been qualified for the project. Since bids were opened, staff has been working with the design engineers, Wills Burke Kelsey Associates, who are represented tonight by Greg Chismark, to identify potential Value Engineering (VE) items for this project to reduce the scope of this project to get closer to our budget.

We have identified $165,000 worth of potential VE items for this project. The positive is that most of these VE items that we are considering will have no bearing on the character of this project; at the end of the project, it will look and feel just like what is represented in the rendering. The VE items that we are considering include mainly underground work, a reduction of undercut contingencies that we have in the project and a modification to the pavement section. Some other, more visible considerations we have

is a slight reduction of landscaping and pavers, a reduction of light bollards that wrap around the walkway areas and a design modification to the stair and handrail systems in the oval area that was fairly high in the bids.

In regard to the budget, please also consider that the Tyler Road Project that was approved last month was under budget by approximately $150,000. We have talked to the Finance Department and are considering using some of those funds to offset the difference to this project, if you desire. If approved by this Committee tonight and the Council on July 7, we will be prepared to start the project as early as the week of July 14 and will be complete by Scarecrow Fest on October 10. Staff has prepared a memo to distribute tomorrow which includes more specific information about the project including alternative parking locations, sidewalk closures, safety concerns and how this building and the Police facility will be affected. Also, please be on the lookout for Press Releases and weekly public updates on our website.

In addition, we will be hosting an Open House for the project on July 10 from 2:00 to 3:00 p.m. If you would like more specific information, our team, the contractors and designers will be here to answer questions during that hour. One additional note, the Historic Commission approved the COA for this project last week as well.

If you agree with our assessment of the project and if there are no questions, staff recommends moving forward with the project and approve the Construction Services Agreement with A Lamp Concrete Contractors for the Municipal Parking Lot Reconstruction in the amount of $1,035,353.29.

Aldr. Lemke: If you should ever have to pull the well head, is it going to affect any landscaping?

Mr. Suhr: We did consider that in the design and we will be able to keep most landscaping. We may have to replace a square of concrete or some flowers, perhaps, but we won't have to remove a tree or anything major.

Aldr. Turner: You have in here that it includes replacement of watermain, electric and storm sewer infrastructure. Is that in this bid, or can those be shifted to the Enterprise Funds?

Mr. Suhr: That is in this bid; part of the total dollars that is represented.

Aldr. Turner: Was it considered to shift these to the Enterprise Funds?

Mr. Suhr: The water service is part of the Enterprise Funds and is in the bid. The Electric work is separate from this representation – it is in the Electric Fund. We will distribute that and we will pay for the water services out of the Water Enterprise fund.

Aldr. Krieger: We seem to lean toward blacktop; why don't we consider permeable pavers to help reduce the water back there?

Mr. Chismark: We did consider permeable paver, but it was removed as a cost consideration. There is also a significantly larger amount of green space added to the project than what currently exists today and there are some rain gardens at the far north end that will function as a Best Management Practice in lieu of permeable paver and that is something that is more cost effective.

Aldr. Lewis: Are you still going to have the mailbox with the drop off for the utility bills?

Mr. Suhr: Yes, we are considering to relocate that to one of the islands directly adjacent to Century Station.

Chairman Martin: Kristi, please call a roll.

K. Dobbs:

Stellato: Yes
Silkaitis: Yes
Payleitner: Yes
Lemke: Yes
Turner: Yes
Bancroft: Absent
Krieger: Yes
Bessner: Yes
Lewis: Yes

No further discussion.

Motioned by Aldr. Silkaitis, seconded by Aldr. Stellato. Approved unanimously by roll call vote. **Motion carried.**

5.b. Recommendation to approve contract with American Roofing & Repair for Fire Station #3 Roofing Project.

Chris Adesso presented. This is a recommendation to approve a proposal from American Roofing & Repair to provide a new roof coating a Fire Station #3. Over the last four years, Public Services has done an analysis of several roofs on City owned building. Part of that analysis was an infrared thermal graphic scan to identify any type of deficient roofing material that can't be seen with the human eye. The roof at Fire Station #3 was identified as a good candidate to use a roof coating due to its current condition and recent leaking. We have sent the project out to bid through the manufacturer and received three quotes ranging from $69,300 to $100,000. The budgeted amount for this project was $70,000 so we brought in the lowest quoting

contractor and qualified them. We would like to move forward with the roofing project in the fall.

If there are no questions, staff recommends waiving the formal bid procedure and award proposal to American Roofing & Repair for roof coating at Fire Station #3 in the amount of $69,300.

No further discussion.

Motioned by Aldr. Silkaitis, seconded by Aldr. Stellato. Approved unanimously by voice vote. **Motion carried.**

5.c. Recommendation to approve Agreement to make Repairs to Fishing Platform.

Chris Adesso presented. This item has to do with the fishing platform and ladder just to the west of the Municipal Center. As some of you may recall, on April 18, 2013, the City experienced several weeks of flooding along the Fox River. That fishing ladder, platform and fountain area experienced a long period of inundation of the river, at which time the bonding agents that hold the Lannon Stone to the fountain and the fish ladder came unbonded from the slabs.

After the flood waters receded, it was identified by staff that there were several areas that needed to be addressed. Staff worked with the Finance Department to contact the City's insurance carrier. At that point, the insurance carrier sent out an independent consultant to look at the area. They issued a report that stated due to the flood and debris coming over the river, as well as prolonged inundation of this area, the damage was a normal occurrence given the conditions. The insurance company issued payment to the City of $90,000.

At that time, Public Works Engineering, along with Public Services worked with the original designer and contractor, Wiss, Janney Elstner & Assoc. (WJE) and Bulley & Andrews Masonry Restoration (BAMR) to formulate a plan to improve the area, to make sure something like this doesn't happen again.

We anticipate doing this work in conjunction with the Municipal Center Parking Lot Reconstruction to limit the inconvenience to the area. We anticipate this will take four to six weeks to complete.

Staff recommends waiving the formal bid procedure and approval of an agreement with BAMR and WJE to make repairs to the fishing platform and fish ladder wall in the amount of $90,000, which is the full amount of the insurance settlement.

Aldr. Lewis: Did you say you were able to come up with a better product to use?

Mr. Adesso: We designed a way to mechanically anchor them which means they are going to physically take the limestone slabs and anchor them with a screw to the concrete base of the fountain and the concrete base of the platform.

Aldr. Lewis: So it shouldn't happen again?

Mr. Adesso: Given Mother Nature's power, we can never make 100% assurance, but this is definitely a step in the right direction.

Aldr. Lemke: Is that the only type of anchoring is the mechanical anchoring, or are you going to include some sealant to avoid frost heaving?

Mr. Adesso: The designer suggested that we modify the grout and include sealant in the grouting to avoid the frost heave, but they felt the addition of the mechanical anchor would serve the project well.

No further discussion.

Motioned by Aldr. Stellato, seconded by Aldr. Silkaitis. Approved unanimously by voice vote. **Motion carried.**

5.d. Recommendation to approve Purchase Order with Delta Star for City Hall Substation Transformer.

Tom Bruhl presented. Purchasing went out for bids for a Substation Transformer that failed two years ago. We received seven responses. The transformer will be placed at City Hall and will serve load in the central part of the City.

Delta Star provided transformers in the past, one at DuKane and one at Peck Road that we have not had any maintenance issues with. Delta Star has a very good reputation within the industry and the offer both the low first cost and due to their efficient design, a low life cycle cost also.

Staff recommends approval of a Purchase Order with Delta Star in the amount of $442,544.

Aldr. Turner: Is there any trade in to the old transformer?

Mr. Bruhl: Two years ago, we did receive scrap value of about $30,000.

Chairman Martin: Kristi, please call a roll.

K. Dobbs:

Stellato: Yes
Silkaitis: Yes
Payleitner: Yes
Lemke: Yes
Turner: Yes
Bancroft: Absent
Krieger: Yes
Bessner: Yes
Lewis: Yes

No further discussion.

Motioned by Aldr. Turner, seconded by Aldr. Silkaitis. Approved unanimously by roll call vote. **Motion carried.**

6.a. Recommendation to approve an Ordinance Amending Title 2 "Administration and Personnel," Chapter 2.36 "Emergency Management Agency".

Fire Chief Joe Schelstreet presented. Recently the Fire Department has been engaged in an accreditation process for our Emergency Management Agencies who are seeking to obtain accredited status to the Illinois Emergency Management Agency. As part of that process, we undertook a review of the Ordinance that defines both the structure and function of emergency management and we did note a couple changes that we needed to make in terminology and reporting that reflected these best practices.

If there are no questions, Staff recommends approval of the revised Ordinance.

No further discussion.

Motioned by Aldr. Turner, seconded by Aldr. Silkaitis. Approved unanimously by voice vote. **Motion carried.**

7. Additional Business.

None.

8. Move to go into Executive Session.

Aldr. Stellato: I motion we go into Executive Session for the purposes of discussing Land Acquisition and Collective Bargaining.

Motion by Aldr. Stellato, seconded by Aldr. Lemke.

Chairman Martin: Kristi, please call a roll.

K. Dobbs:

Stellato: Yes
Silkaitis: Yes
Payleitner: Yes
Lemke: Yes
Turner: Yes
Bancroft: Absent
Krieger: Yes
Bessner: Yes
Lewis: Yes

No additional discussion.

Approved unanimously by roll call vote. **Motion carried**.

9. Adjournment from Executive Session.

Motion by Aldr. Bessner, seconded by Aldr. Silkaitis. No additional discussion. Approved unanimously by voice vote. **Motion carried**.

10. Adjournment from Government Services Committee Meeting.

Motion by Aldr. Turner, seconded by Aldr. Krieger. No additional discussion. Approved unanimously by voice vote. **Motion carried**.