

**MINUTES
CITY OF ST. CHARLES, IL
GOVERNMENT SERVICES COMMITTEE MEETING
MONDAY, FEBRUARY 26, 2018, 7:00 P.M.**

Members Present: Chairman Payleitner, Aldr. Stellato, Aldr. Silkaitis, Aldr. Turner, Aldr. Gaugel, Aldr. Vitek, Aldr. Bessner, Aldr. Lewis

Members Absent: Aldr. Lemke, Aldr. Bancroft

Others Present: Peter Suhr, Director of Public Works; Chris Adesso, Asst. Director of Public Works - Operations; Karen Young, Asst. Director of Public Works – Engineering; AJ Reineking, Public Works Manager; Mike Shortall, Inventory Control Division Manager; Jim Keegan, Police Chief; Joe Schelstreet, Fire Chief; Chris Minick, Director of Finance

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

2. Roll Call

K. Dobbs:

Stellato: Present

Silkaitis: Present

Payleitner: Present

Lemke: Absent

Turner: Present

Bancroft: Absent

Gaugel: Present

Vitek: Present

Bessner: Present

Lewis: Present

3.a. Electric Reliability Report – Information only.

3.b. Active River Project Update – Information only.

3.c. Tree Commission Minutes – Information only.

3.d. Phosphorus Removal and Digester Improvements Project Update – Information only.

4.a. Recommendation to approve a Resolution for the Contract and Lease Agreement with A.I.D. (Association for Individual Development).

Police Chief Keegan presented. This is the third year we have partnered with A.I.D. to provide social services for the Police Department. The contract and lease has two components, the first of which calls for a social worker to be assigned to our Police Department for 20 hours per week, the other component is a 24/7 on call operation anytime a victim is in need of services or intervention is needed.

No further discussion.

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

4.b. Walk to End Alzheimer’s – Information only.

Police Chief Keegan presented. This is an annual item and nothing has changed. I’m happy to answer any questions you may have.

No further discussion.

4.c. Recommendation to approve Street Closures and Use of the First Street Plaza for the Heart of the Fox “Runs, Tugs and Hugs” Event.

Police Chief Keegan presented. This event is scheduled to take place on Sunday, May 20. This is the first annual event; it does coincide with the former Bob Leonard Walk which will take place in the morning, and this will take place in the afternoon.

John Rabchuck: As Chief Keegan mentioned, this has been the Bob Leonard run for quite a number of years now, and we expanded it a couple years ago by adding a Color Run component. There is not much difference this year for the event in Pottawatomie Park except that we’re adding a partnership between the River Corridor Foundation and the Kiwanis Club; we are also partnering with Fox Valley Special Rec and Western DuPage Special Rec, so they are going to bring their kids from those programs to be part of the of Color Run. We had originally proposed to do a separate run, but they wanted it to be all inclusive, so it is going to be a great event.

The part you may have questions about it the Tug of War, which will take place across the Fox River. The West team will be placed inside the First Street Plaza and the East team will be placed by the BMO Harris Bank parking lot. There will be a matting system approved by the International Federation of Tug of War from the Netherlands; I will sign the Purchase Order tomorrow if you approve this event so the tuggers have a good, non-

slip base to stand on. The tuggers would not have any chance of being pulled into the water; they would pull a set distance and we would mark these set distances on the rope with flags. This has been done in other communities across the country and it has been highly successful. We think with this taking place downtown, this will help our restaurants and retailers. As we have been talking about this in our community, we have built up a lot of enthusiasm.

All the proceeds from this event are split evenly between the River Corridor Foundation for the Active River Project and the Kiwanis because they donate to about 25 different charities for children in the community. Are there any questions?

Aldr. Lewis: Is there a rain date?

Mr. Rabchuck: No, there is no rain date planned, unless there is a tornado. The tug alone adds 30-40 volunteers so it's difficult to schedule a rain date with that many people. We have worked out a lot of the logistics with Public Works in terms of how to make it happen with minimal disruption. We will be asking to close Riverside from Main Street to Walnut and First Street from Main Street to just north of the entrance of the parking garage by Starbucks.

No further discussion.

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

5.a. Recommendation to approve Memorandum of Understanding with the Red Cross.

Fire Chief Schelstreet presented. This is a renewal of the Memorandum of Understanding between the City of St. Charles and the Red Cross, who has been a long standing and very valuable partner to the City.

If there are no questions, I am requesting approval of this document.

No further discussion.

Motioned by Aldr. Bessner, seconded by Aldr. Vitek. Approved unanimously by voice vote. **Motion carried**

6.a. Schematic Design Presentation for the Police Station Project.

Peter Suhr presented. As promised last month, tonight we are here seeking informal approval of the Schematic Design Phase of the Police Station Project which would allow our team to proceed into the next phase of the project which we call design development and also remain on schedule to have the new police station ready for our Police Department and our community by fall of 2019. Even though you saw a preview of the

site and floorplan last month, our Architects, FGM, are ready to review and reveal the elevations for you tonight. Also, our Chris Siefert from our Construction Management firm, Riley Construction, is on hand to review the first flush of the cost estimate. Please keep in mind as you review the information tonight that we are still in the design phase of the project and will remain in the design phase for the next three months, through May. The reason I remind of you that is that we understand you are seeing a lot of this information for the first time and it's going to take some time for you to absorb the information and review it, process it and provide feedback if you wish. We will take any initial comments tonight, but we look forward to your comments as they come in over the next several weeks.

Similar to you taking time to get comfortable with this project, our project team will also be utilizing the next few months to make adjustments based on the information that we have learned from the previous phase, including any comments we received from you and the community. The project team completed the comprehensive review of the entire project last week. We also sent the project to other departments within the City for review. For example, Community Development is doing a comprehensive review of the plans right now so that we can start to get ready for building and permitting including site information costs they can provide the team.

We received several check and balance reports from our consultants, one of them being a progress cost estimate from Riley Construction. It remains very important for our project to remain fiscally responsible and it's much easier to do that if we receive accurate guidance and cost estimates from Riley Construction at each phase of the project. We'll take that information, understand where we need to get back into balance and utilize the next phase of the project to do so.

Without further ado, I would like to introduce FGM Architects who is represented tonight by Ray, Louise and AnnaBelle. After that, Chris Siefert from Riley Construction will review the cost estimate and then, as always, our entire project team including Police Department Staff and Finance Staff are here to answer any questions you may have.

AnnaBelle Orlando, FGM Architects, 1211 West 22nd Street, Oak Brook, IL.
Louise Kowalczyk, FGM Architects, 1211 West 22nd Street, Oak Brook, IL.

Presentation by AnnaBelle Orlando and Louise Kowalczyk.

Aldr. Turner: This is for Chris Minick; are the enterprise funds going to be bonded?

Mr. Minick: Yes. There are some system improvements that need to be done which are going to benefit more than just the police station itself, so the enterprise utilities are paying the bill for the upgrades to those utilities.

Aldr. Turner: Much like we are doing now with the Public Works Garage? I keep seeing that the enterprise funds pay towards the Public Works bonds.

Mr. Minick: Yes, because they have space that supports their functions within the Public Works Facility, it's the same principal.

Aldr. Stellato: Peter, you mentioned 90 working on design; will we see this again in 90 days?

Mr. Suhr: Yes, you will see this at every phase of the project, so you will see it in 90 days when we are done with Design Development and want to move to Construction Documents. Our goal is to get right back into budget by that time. I also want to comment that the Project Team has seen these numbers for about five days now, so we aren't too far ahead of where you are at. Over those past five days, we have talked about some ways to reduce the scope of this project. What I can say at this point in time is that the look and the feel of the building we just presented is not going to change a lot. We talked about reducing some square footage, but to the naked eye, no one is going to understand that. If you like the design of the building, it will remain that way.

Aldr. Turner: Is the Valley Site estimate of \$1.9 million for the demo?

Mr. Siefert: That's the demolition and estimated costs for with the contaminated soils and abatement that has to go along with it.

Aldr. Turner: According to this schedule, that will come to us in April?

Mr. Suhr: Yes, we are going to be going out for bid in the next few weeks and we will have it ready for you to approve in April.

Mr. Siefert: I just want to go over the schedule with you. As Peter stated, we will be going out for bid for demolition which includes the abatement for the building and abatement of the materials inside the building in mid to late March and start sometime in April/May. We will be looking to bid out the structure and shell in June so they are ready to start breaking ground by August so if we have good weather, we have a fighting chance to get the building enclosed by the end of December, early January. Final completion is targeted for August 2019.

Aldr. Lewis: For the entry way, is there going to be some sort of monument or signage on Main Street?

Mr. Suhr: Yes there will be; we have not designed it yet, but the old Valley Shopping Center sign is going to be removed and we will design a front entry monument off of Main Street.

Aldr. Lewis: Is that included in the cost?

Mr. Suhr: Yes, that is included in the project budget costs.

No further discussion.

6.b. Presentation of Proposed 2018 Roadway Projects – Information only.

Karen Young presented. Tonight's presentation is for information only relating to the streets we have selected for this upcoming year. We will be back in front of you in the next several months regarding the bids for these specific projects.

You will find this program is very similar to the programs you have seen in the past in that it includes both resurfacing and reconstruction projects for 2018. In particular, we will be doing two separate projects again this year. The first contract will be the full depth reclamation (FDR). As you may recall, 2017 was the first time we completed this process on two streets in our industrial area on the east side. We had great success with the project and met several of our goals, which was to reduce construction time lines, minimize disruption to businesses and reduce project costs. We achieved all those goals in addition to producing a great product.

We are proposing to do the same process in 2018 in the Industrial area on Ohio Avenue between Kautz Road and Kirk Road; most likely in phases because it is a long section. We will have more information on that when we are back with information on our bidding process.

FDR is a reconstruction process, but opposed to shutting down a road for weeks at a time, we will be shutting down the roads for shorter periods of time. What happened in our construction process in 2017 is we did all our typical curb, sidewalk and utility work during our normal process but we shut down the road for a period of four days, milled down the road, did the FDR process and had the road open by Monday morning. It was a great success, our businesses in that area really appreciated that we were able to keep the businesses open during that time. We will be meeting with the business owners in the area shortly to gain an understanding of their business needs.

The remaining streets will be done with our typical resurfacing program; curb, gutter, sidewalks, along with milling off the top of the roadway surface and putting a new surface top down. This contract will be bid in the coming months and will be under construction by June and completed with restoration in September. The only exception we have is Campton Hills Road; we are working with the Park District because it is right next to Otter Cover between Peck and the City limits so that part of the project may be under construction in the fall, but we are working with them right now to establish those timelines as well.

Chairman Payleitner: Can you give us a brief synopsis of how these streets are picked?

Mrs. Young: IMS was completed this last fiscal year; that information is always utilized in the analysis of what streets are picked. We also want to try to get the best bang for our

buck at this point, we are trying to introduce a new program, but at this point we haven't established money for that program. At this point we are trying to pick streets that we can get a longer life out of. The streets that have been selected need to be resurfaced and can't wait for reconstruction. We also field check all the streets we are considering for the year to make sure they make sense; we also check to see if there is a lot of patching on the streets because sometimes it is more cost effective to actually do resurfacing as opposed to going out and doing a lot of patches.

Chairman Payleitner: So a lot of it is economics.

Mrs. Young: Yes.

Aldr. Lewis: Looking at the map, it looks like it's concentrated in one quadrant of the City. Does it just happen that way or do you try to go into different quadrants each year?

Mrs. Young: Staff understands this year there did tend to be a lot in that area, but we also do have Campton Hills Road which is a significant improvement in another area, and we do have some in the northeast quadrant. It just made sense this year to pick those streets based on the conditions that we saw. Over the past several years though, we have been really spread out, this year it just happens to fall in this one concentrated area more than normal.

Aldr. Lewis: Do you get any funding from the Township for Campton Hills Road because we border the Township?

Mrs. Young: No; the section we are doing is all the responsibility of the City of St. Charles. As you may recall, this is the City limit here and the Township did resurface their portion a couple years ago.

No further discussion.

6.c. Recommendation to approve Revision to City Code Chapter Twelve and all Pertinent Sub-Chapters allowing the current Tree Commission to become a Natural Resources Commission.

Chris Adesso presented. Tonight I am here to talk to you again about the Tree Commission's desire to migrate to a Natural Resources Commission, but before I do that, I would like to acknowledge several Tree Commissioners who are here this evening and open it up to them if they would like to speak with you this evening. I know there was a lot of information in the packet in terms of the code, so I just want to ask everyone on the Committee if they have any questions before I talk through the highlights.

Some highlights of the changes are that we are changing the name from the Tree Commission to a Natural Resources Commission (NRC). Besides changing the name, we changed the Code to broaden the focus of the Commission, changed the interest of their

desires of the things that they will be focusing on from time to time and also we are proposing to grow the size of the Commission from nine members to 11 members. Part of the reason for this is to encourage more activity and get some folks involved to attend meetings. We are also going to be introducing some mission statements that the commission has been working on, and in order to get those into play, one of those things they would like to do is participate in some additional things outside the Tree City USA application and the Forestry application.

Also, the NRC's meeting frequency will be proposed to change. Currently the Tree Commission meets nine times per year; we are proposing to meet 12 times per year, so essentially monthly. Finally, the Commission may also include up to four non-voting student members to participate. I think this is one of the most important and most engaging recommendations by the Tree Commissioners. A lot of the Commissioners are very interested in the education of the City's youth and they felt it was important to get non-voting members at the high school level involved in the Commission.

There are several other housekeeping changes in addition to the name, allowing the Public Works Department to provide flexibility and recommendations to you and the City Council. Finally, I would like to note that the NRC will continue to be the lead advisory committee to the Government Services Committee and the City's Forestry Operations, Tree City USA application and Arbor Day event will still be priorities for them.

Unless there are any questions, I make a recommendation to approve the revisions to City Code Chapter 12 as well as the pertinent sub-chapters allowing the current Tree Commission to become a Natural Resources Commission.

Aldr. Lewis: I fully support this; I just have a question. On page three under "Duties", Section D, Public Health, what would this Committee do in regards to Public Health?

Mr. Adesso: The discussion surrounding that particular topic would be things like wellness, such as a healthy tree canopy that helps with the general health of the community. Other things like mosquito abatement are topics that they would help with.

Chairman Payleitner: I appreciate your efforts and I think broadening the scope and adding students is fabulous. Kudos!

No further discussion.

Motioned by Aldr. Bessner, seconded by Aldr. Vitek. Approved unanimously by voice vote. **Motion carried**

6.d. Recommendation to approve Phosphorus Removal and Digester Improvements Project Change Order No. 1 to IHC for Internal Digester Coating.

Tim Wilson presented. In 2014 we made emergency repairs to the north digester when it had a leak by the mixing nozzles. At the time, we could see that the greater portion of the coating was in good condition, but we could see that the area at the top where the gas sits was actually in poor condition and was going to need to be painted. Fast forward, when we started to design our existing project, we had conversations about whether it was worth the expense of draining this digester down. In 2014, the cost to drain this digester down was \$120,000 and that is not including the labor to do the work; that was only to treat the digested sludge, dispose of the sludge and power wash the inside. I made a decision not to drain the tanks down and save the City those funds. The other reason is that the contractor was going to have to drain these down anyway when we did this project, so we would have been paying for this same service twice.

As part of the bid package, we had steel repair of \$75,000 per tank and paint repair of \$20,000 per tank. Originally, based on what we found in the 2014 inspection was that the top portion of the tank was going to have to be painted, so based on the best information we had at the time, we budgeted only for painting the highly corrosive area at the top. It's typically the top 10-15 feet that is initially budgeted for painting. As construction started and we drained the tanks down, the contractor did inspections of the steel and paint conditions. We found that the steel is in great shape, but the paint condition throughout the tank was bad.

We had the general contractor obtain four prices for the paint repair. Subtracting the contingencies for steel repair and paint repair that we already budgeted, we are asking for a change order of \$28,308.41.

Chairman Payleitner: I appreciate you giving the details for the reasoning; thank you. Is the damage due to wear and tear?

Mr. Wilson: Yes, and age. It is my recommendation to award Change Order No. 1 to IHC in the amount of \$28,308.41.

No further discussion.

Chairman Payleitner: Kristi, please call a roll.

K. Dobbs:

Silkaitis: Yes

Lemke: Absent

Turner: Yes

Bancroft: Absent

Gaugel: Yes

Vitek: Yes

Bessner: Yes

Lewis: Yes

Stellato: Yes

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

6.e. Recommendation to approve Advanced Disposal Proposal for 2018 Spring Clean Up and Proposed Dates.

Tim Wilson presented. The proposed FY 18/19 budget includes \$128,000 for the Spring Clean Up event this year. I have attached the proposal from Advanced Disposal for these services. The proposal amount is for \$93,000 which is for up to 300 tons of material. Any tonnage over 300 tons would be \$55 per ton. The last Spring Clean Up was in 2016; that year the City produced approximately 200 tons of debris.

As part of the general refuse contract, the City is required to use our contractor for these types of services. Pricing since 2014 has only increased \$1,000 on the lump sum amount and \$2.00 per ton.

Proposed dates for pick up on the East side is Saturday, April 28 and the West side is Saturday, May 5. We did that to avoid Mother's Day on May 13 and Memorial Day on May 28.

As part of your packet, I also provided you with Advanced Disposal's guidelines on what cannot be accepted.

It is my recommendation to accept the Proposal due to the refuse contract language.

Aldr. Gaugel: So the tonnage weight is verified at Advanced Disposal on a truck scale, is that correct?

Mr. Wilson: Yes, at the transfer station and they provide documentation.

Aldr. Lewis: Just a comment; this is one of the services that make the residents happy in St. Charles.

No further discussion.

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

6.f. Recommendation to award the Proposal for Design Engineering for 7th Avenue Lift Station Replacement.

Tim Wilson presented. The 7th Avenue and Division Lift Station was originally constructed in 1974; the typical life for a lift station of this design is about 25 years, so we got well past the expected life out of it; it has now reached the end of life and is need of replacement. The lift station serves approximately 250 services. The service area is generally bound by Moore Ave to the north, Division Street to the south, 7th Ave to the west and Kirk Rd to the east.

Funding for the lift station replacement was approved with the Phosphorus and Digester construction in the EPA low interest loan. As part of the process, the EPA has pre-approved the funding for the project. In January, the City conducted an RFQ/P for the engineering and design phases of this project. The City received two responses for the project and proposals were submitted and met the criteria and timeline.

It is my final recommendation to award the proposal for design engineering for the 7th Avenue and Division Lift Station Replacement to Trotter & Associates in a not to exceed amount of \$30,300.

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

Aldr. Gaugel: It says proposed cost of \$30,300 but then at the bottom it has \$30,600. It's the \$30,300; is that correct?

Mr. Wilson: I just caught that.

Aldr. Gaugel: It seems as though there are so many firms out there who can potentially bid on this work and we only got two responses; is there a way to expand these so that we get three responses on everything, if not more? Can we cast a wider net or is there a reason we limited it down?

Mr. Wilson: We sent it out to six engineering firms and we publically advertised it. Two of the firms responded that the project was too small for them or they were too busy.

I do need to make a change in my final recommendation, if I may do so. It is my recommendation to award the proposal for design of the 7th and Division Lift Station Replacement to Trotter & Associates for a not to exceed amount of \$30,600.

Motion amended by Aldr. Stellato and seconded by Aldr. Bessner.

No further discussion.

Chairman Payleitner: Kristi, please call a roll.

K. Dobbs:

Silkaitis: Yes

Lemke: Absent

Turner: Yes

Bancroft: Absent

Gaugel: Yes

Vitek: Yes

Bessner: Yes

Lewis: Yes

Stellato: Yes

- 6.g. **Recommendation to approve the Award of a 2019 Peterbilt 567 Tractor and Mac Aluminum 32' Trailer to JX Peterbilt and Sell two replacement vehicles, a 2005 International 7400 6 wheeler dump truck, vehicle #1881 and a 2011 International 7400 4x2 dump truck, Vehicle #1765 via an online auction to the highest bidder.**

Mike Shortall presented. Tonight staff is seeking approval to purchase a 2019 Peterbilt model 567 Tractor and a Mac Aluminum Trailer for the use of the Environmental Services Division through the National Joint Purchasing Alliance. The NJPA Contract for Peterbilt was awarded to NJ Peterbilt of Bolingbrook, IL. As stated in the Executive Summary, a complete analysis was conducted by the Environmental Services Division and a determination that a tractor/trailer set up would provide the cost savings of more than \$50,000 and improve efficiencies within the division, furthermore reducing the fleet by one six wheel dump truck.

The tractor/trailer option was presented to the City Fleet Committee and approved through the current fiscal year budget. Finally, staff is seeking approval to sell two City vehicles, Vehicle #1881 which is a 2005 International 7400 6 wheeler dump truck and Vehicle #1765, a 2011 International 4x2 dump truck; both will be sold via online auction to the highest bidder.

No further discussion.

Chairman Payleitner: Kristi, please call a roll.

K. Dobbs:

Silkaitis: Yes

Lemke: Absent

Turner: Yes

Bancroft: Absent

Gaugel: Yes

Vitek: Yes

Bessner: Yes

Lewis: Yes

Stellato: Yes

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

6.h. Recommendation to approve the Sale of Items of Personal Property owned by the City of St. Charles via an online Auction to the Highest Bidder.

Mike Shortall presented. City Staff is seeking approval to sell City owned listed items to the highest bidder via an online auction. Money generated from the auction will be returned to the general fund.

Aldr. Turner: It says there is a 1999 Honda Accord (Police); does that mean we confiscated it?

Mr. Shortall: Correct.

No further discussion.

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

7. Executive Session.

None.

8. Additional items from Mayor, Council, Staff or Citizens.

None.

9. Move to Adjourn Government Services Committee Meeting.

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