

**MINUTES
CITY OF ST. CHARLES, IL
GOVERNMENT SERVICES COMMITTEE MEETING
MONDAY, JULY 22, 2019, 7:00 P.M.**

Members Present: Chairman Silkaitis, Aldr. Stellato, Aldr. Payleitner, Aldr. Lemke, Aldr. Turner, Aldr. Bancroft, Aldr. Pietryla, Aldr. Vitek, Aldr. Bessner, Aldr. Lewis

Members Absent: None

Others Present: Mayor Raymond Rogina, Mark Koenen, City Administrator; Peter Suhr, Director of Public Works; Chris Adesso, Asst. Director of Public Works, Tom Bruhl, Electric Services Manager; AJ Reineking, Public Services Manager; Tim Wilson, Environmental Services Manager; Ken Jay, Public Works Manager - Engineering; Jim Keegan, Police Chief; Erik Mahan, Deputy Police Chief; Eric Majewski, Commander of Special Services; Joe Schelstreet, Fire Chief

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

2. Roll Call

K. Dobbs:

Stellato: Present
Silkaitis: Present
Payleitner: Present
Lemke: Present
Turner: Present
Bancroft: Present
Pietryla: Present
Vitek: Present
Bessner: Present
Lewis: Present

3.a. Electric Reliability Report – Information only.

3.b. Natural Resources Commission Minutes – Information only.

4. **OMNIBUS VOTE** – **Items with an asterisk (*)** are considered to be routine matters and will be enacted by one motion.

Items *5.b, *6.a, *6.b

Chairman Silkaitis: Kristi, please call a roll.

K. Dobbs:

Pietryla: Yes

Vitek: Yes

Bessner: Yes

Lewis: Yes

Stellato: Yes

Payleitner: Yes

Lemke: Yes

Turner: Yes

Bancroft: Yes

No further discussion.

Motion by Aldr. Turner, seconded by Aldr. Bancroft. No additional discussion. Approved unanimously by roll call vote. **Motion carried.**

- 5.a. **Recommendation to approve Street and Parking Lot Closures and Amplification for the 2019 Scarecrow Festival.**

Chief Keegan presented. This is an annual event that will take place October 11 through October 13. This is the first year of the merger with the Downtown Partnership and Convention and Visitors Bureau, so the St. Charles Business Alliance, in coordination with Ravenswood Event Services will oversee the event.

There are a couple things that are different from years past; the only event that will take place east of the river is the craft fair in Pottawatomie Park, so the lot by City Hall and the adjoining lots will be freed up. There is no trolley this year, and the carnival is status quo.

Aldr. Lewis: Last year we had issues with Johnson's Statuary. Has he come forward with anything this year?

Laura Purdy, St. Charles Business Alliance: We spoke with Mr. Johnson for an hour and he is absolutely fine.

Aldr. Payleitner: The Executive Summary says “in coordination with Ravenswood Event Services”. Now that you have an event organization, will you be coordinating with other event services in the future?

Laura Purdy: Scarecrow Festival is the only event we will be partnering with right now; we will see how it plays out moving forward.

No further discussion.

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

***5.b. Recommendation to approve the Closure of Parking Lot “B” and IDOT Resolutions for the Closure of Main St. (Route 64) from 6th Street to 2nd Avenue for Two High School Homecoming Parades.**

Approved by Omnibus vote.

5.c. Recommendation to approve the Purchase of Three 2019 Ford Interceptor Taurus Sedans on the State Bid from Morrow Brothers Ford.

Deputy Chief Mahan presented. The Police Department is looking to purchase three Ford Interceptor Sedans; the purchase of one of those vehicles is a budgeted replacement. However, rather than buying an Interceptor Utility, we found by adding diversity to our fleet, we can buy this sedan at a cost savings; we have \$46,000 budgeted for this vehicle, the cost of it is \$28,565.

The purchase of the second vehicle is to replace a 2017 Utility that was involved in a crash; again, we are going to save money and replace it with a sedan. The purchase of the third vehicle is an early replacement of a vehicle due to age and maintenance that needs replacement.

All three vehicles will be purchased through Morrow Brothers Ford on the State Bid.

Aldr. Payleitner: Why do we have to go out of town to get these vehicles? Is it because Ford isn't making the Taurus anymore?

Deputy Chief Mahan: My understanding is that Ford is going to continue to make the police Interceptor Taurus; however, they will all be Hybrid from this point on. These vehicles are not hybrid, and these are all wheel drive; the future vehicles will be front wheel drive.

We asked for a quote from Hawk and we did not hear back from them. Typically, when we do it through the Northwest Suburban Purchasing Co-op, Hawk can't meet those

specific requirements for the police vehicle. This dealership purchases them for the State Bid and they have more than 50 in stock right now.

Chairman Silkaitis: Kristi, please call a roll.

K. Dobbs:

Pietryla: Yes

Vitek: Yes

Bessner: Yes

Lewis: Yes

Stellato: Yes

Payleitner: Yes

Lemke: Yes

Turner: Yes

Bancroft: Yes

No further discussion.

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

***6.a. Recommendation to approve Construction Contract for Crack Filling.**

Approved by Omnibus vote.

***6.b. Recommendation to approve Construction Contract for the Demolition of 1734 Riverside Avenue.**

Approved by Omnibus vote.

6.c. Recommendation to approve Professional Service Agreement for the Westside Wastewater Treatment Plant Expansion to Trotter and Associates, Inc.

Tim Wilson presented. This item is related to the Westside Treatment Plant; the plant is located west of Peck Road on Rt. 38 and provides sewer service for everything west of Randall Road. The existing facility functions at about 700,000 gallons per day and is reaching capacity with all the upcoming development out west. The project will expand the capacity of the facility to 1,550,000 gallons, serving future development on the west side including developments that have already started and future planning.

The expansion of the plant will require several upgrades and processes to address recently promulgated and pending environmental regulations. This expansion project will require us to do phosphorus removal at the west side plant like we just finished at the eastside plant.

The funding source for this project is the Water Pollution Control Fund low interest loan. Because of the low interest loan, we have to follow their selection criteria, which is an RFQ process. First we have to post a Request for Qualifications which the City did on March 29, 2019. We received three submissions and ranked those firms based on their submittals; the highest ranked firm in this case was Trotter and Associates, Inc.

The second step of the process which is regulated by the State is to start negotiations with the highest ranked firm. The proposed Engineering contract for this project includes design services, the EPA Loan application, the bid process, contractor negotiations, construction phase oversight and budgeting. The design, bidding and construction are going to be a three year total project.

Engineering fees for this project are based on cumulative hourly rates not to exceed total project costs based on the scope of services that we negotiated. Based on the complexity and size of the project, the proposal rates provided are comparable to several other Environmental Services projects. We looked at Trotter and Associates' rates compared to other Civil Engineering firms and they are comparable. Our City attorney has reviewed the contract; they recommended changes and those changes have been made.

Aldr. Lemke: There is a concern that construction is involved in this. As I see it, this is an oversight on the construction, but it doesn't mean that Trotter is doing the construction.

Mr. Wilson: Trotter is doing no construction; they are providing Construction Engineering Services and Construction Oversight.

Aldr. Lemke: So when the time comes, we'll go out for bids for the construction?

Mr. Wilson: Yes, we will follow the EPA standards and the EPA will do a final review of the construction bids.

Aldr. Payleitner: Will a schedule be set up once this gets started?

Mr. Wilson: We already have a schedule from design start to project end. That schedule will be adjusted once we have a bid and meet with the contractor.

Aldr. Bancroft: Tim, I forwarded to you an email from former Aldr. Steve Gaugel that has a series of questions in it; I think they are good questions that are worthy to answer. We all got a copy of it, so what I would like is circulation of those answers before the Council meeting, but I don't think it needs to be a lengthy discussion here.

Aldr. Lemke: That would be helpful; I would agree we don't need to belabor them tonight, but it would be helpful to have that information before we make our final vote.

Mr. Wilson: I will be sure to have that to you before the next meeting. My final recommendation is to approve a Professional Services Agreement for the Westside Wastewater Treatment Plant Expansion to Trotter & Associates for \$2,563,800 and a Resolution to authorize the Mayor and City Clerk to execute the same on behalf of the City of St. Charles.

Chairman Silkaitis: Kristi, please call a roll.

K. Dobbs:

Pietryla: Yes

Vitek: Yes

Bessner: Yes

Lewis: Yes

Stellato: Yes

Payleitner: Yes

Lemke: Yes

Turner: Yes

Bancroft: Yes

No further discussion.

Motion by Aldr. Turner, seconded by Aldr. Stellato. No additional discussion. Approved unanimously by roll call vote. **Motion carried.**

6.d. Recommendation to award the Proposal for SCADA Program Management – Phase 2 to Concentric Integration.

Mr. Wilson presented. This is the second phase of an ongoing four year improvement project for our water and wastewater Supervisory Control and Data Acquisition (SCADA) systems. This system is comprised of hardware and software that automatically runs our water and wastewater treatment plants.

Concentric was selected as part of the 2016 Request for Qualifications process. At that time, we wanted to see how they performed, so we only awarded Phase 1. Concentric successfully completed the first phase and worked well with our Information Systems and Public Works Departments and completed the project in a timely manner.

It is my recommendation to award the proposal for SCADA Program Management Phase 2 to Concentric Integration for a not to exceed price in the amount of \$469,700.

Aldr. Turner: Is there going to be a Phase 3?

Mr. Wilson: Yes, there will be a Phase 3, but integration takes time, so they have a year to complete Phase 2.

Aldr. Lemke: Does this include hardware as well?

Mr. Wilson: Yes.

Chairman Silkaitis: Kristi, please call a roll.

K. Dobbs:

Pietryla: Yes

Vitek: Yes

Bessner: Yes

Lewis: Yes

Stellato: Yes

Payleitner: Yes

Lemke: Yes

Turner: Yes

Bancroft: Yes

No further discussion.

Motion by Aldr. Turner, seconded by Aldr. Lemke. No additional discussion. Approved unanimously by roll call vote. **Motion carried.**

6.e. Recommendation to approve Budget Addition for “Checkerboard” Parking Lot Site Improvements.

AJ Reineking presented. Mr. Chairman, items 6.e and 6.f are pertinent to the same topic, so I will combine them in the same presentation. In February, I informed the Committee that the City applied for a \$50,000 grant from the State to reconstruct the Checkerboard Parking Lot. I’m pleased to inform you that our project has been funded, and we’re only awaiting a State Historic Preservation review prior to award, which we anticipate in the coming weeks.

In February, in anticipation of this funding mechanism, I outlined several concepts for your review and feedback. The first option was a simple reconstruction with an asphalt surface and very limited site improvements.

The second option was for the reconstruction of the lot with a decorative concrete surface. That option also included corresponding site improvements to raise the lot and eliminate one of the two steps up to the sidewalk, improve the storm sewer in the lot, and to modify the handicapped space which actually resulted in the addition of one parking space in the lot.

The committee overwhelmingly favored the site improvements corresponding to the concrete lot, but wanted to see real costs of the concrete vs asphalt options.

The project was bid with a base bid as an asphalt lot including the site improvements previously noted, with an optional alternate to go with the decorative concrete surface.

Evans & Son of West Chicago submitted the lowest bid for the base bid asphalt lot at \$89,524.39.

Martam Construction of Elgin submitted the lowest bid for the decorative concrete alternative at \$177,109.

After reviewing the comments from the initial presentation in February, I wanted to make sure that the Committee had the opportunity to consider both the concrete and asphalt options. I do want to note though, that after reviewing the bids, staff feels that Evans & Son's bid for the base scope of work represents the best value for the City.

Chairman Silkaitis: Right now we are dealing with the budget addition first. Are there any questions? Which way do we want to go?

Aldr. Turner: Is it really necessary to change the drainage?

Mr. Reineking: It's in rough shape; we have bandaged in together in anticipation of this project.

Aldr. Lewis: Which has the longest life; the asphalt or the concrete?

Mr. Reineking: The concrete has a longer life span; concrete has approximately 50 years and asphalt approximately 20 years. By going to a solid surface, we will have the ability to do a grind and overlay which is maintenance rather than a full depth restoration. However, if we go with concrete we can replace just one panel.

Aldr. Lewis: How often have you had to do change a panel in the Checkerboard lot?

Mr. Reineking: Not too often; the asphalt is deteriorating faster than the concrete.

Aldr. Lewis: So the lot would be either all concrete or all asphalt?

Mr. Reineking: Correct.

Aldr. Lewis: I still think it makes more sense to do all concrete. In regard to the handicap parking; is it the same no matter what the surface is?

Mr. Reineking: Yes; the site improvements were included in the base bid, so the only thing that is different between the two is the surface material.

Aldr. Lewis: I think for the small difference in cost, it makes sense to do the 50 year plan vs. the 20 year plan.

Aldr. Lemke: I would say if it was a small cost difference, yes, but we are talking \$100,000 difference. Yes, there is a 20 year life, but grind and overlay is possible when you have asphalt. I'm in favor of the lowest cost bid.

Aldr. Bessner: If you did asphalt, when would be the next time you would do major maintenance on this?

Mr. Reineking: It depends on the base; if we get a good base, we could grind and overlay it several times before we do a full restoration which could be 50-60 years with a couple grind and overlays in between.

Aldr. Bessner: What kind of dollars would it cost to do overlays over the next 5 to 20 years?

Mr. Reineking: Over 15 years it would be about \$15,000-\$20,000.

Aldr. Turner: Do you want us to make a recommendation on either one of these and vote?

Mr. Reineking: Yes.

Aldr. Payleitner: Aldr. Lewis, you had concerns last time about the ramp. Do you see that working now?

Aldr. Lewis: Yes, I do.

Aldr. Payleitner: Aldr. Stellato, we gain another parking space; what do we value that at?

Aldr. Stellato: We value parking at \$30,000-\$35,000 per space, so if you are trying to bridge the gap, that extra spot with the concrete can do it.

Mr. Reineking: The site improvements are included in the base bid, so both options have the extra parking space.

Aldr. Lemke: I make a recommendation to award the base bid asphalt for the Checkerboard Lot to Evans & Son in the amount of \$89,524.39.

Aldr. Vitek: Second.

Chairman Silkaitis: This is for the budget addition right now. The next one will be the motion to do the work.

Aldr. Turner: Does the \$89,000 include the \$50,000 grant as a deduction?

Mr. Reineking: Take \$50,000 off that, so it will be \$39,524.

Aldr. Turner: So the alternate would be \$137,000?

Mr. Reineking: Yes.

Aldr. Lewis: That's my point; I think because we have the \$50,000 it gives us flexibility for the aesthetics of our City Hall. It's the entryway to our building and I think we should do this correctly and use concrete.

Aldr. Payleitner: I don't see the additional parking spot.

Mr. Reineking: I apologize, I didn't have new plans drawn up that show the additional parking spot; I put the previous plans in the packet just to trigger your memory.

Aldr. Payleitner: Can we have updated plans to see before we vote on it at the next meeting?

Mr. Reineking: Yes, I will have WBK do that.

Chairman Silkaitis: Okay, we do have a motion on the table so we are going to vote.

Aldr. Lewis: If we vote yes, what would we be voting on?

Chairman Silkaitis: You are voting to add a budget addition of \$89,525, so if you vote yes, then you are basically voting yes on the next one. Kristi, please call a roll.

K. Dobbs:

Pietryla: Yes

Vitek: Yes

Bessner: Yes

Lewis: No

Stellato: Yes

Payleitner: No

Lemke: Yes

Turner: No

Bancroft: Yes

No further discussion.

Motion by Aldr. Lemke, seconded by Aldr. Vitek. No additional discussion. Approved 6 to 3 by roll call vote. **Motion carried.**

6.f. Recommendation to award the Bid for City Hall “Checkerboard” Parking Lot Site Improvements.

AJ Reineking presented. Based on the discussion during item 6.e, it would be my recommendation to award the asphalt base bid for the Checkerboard parking lot to Evans & Son in the amount of \$89,524.39.

Chairman Silkaitis: Kristi, please call a roll.

K. Dobbs:

Pietryla: Yes

Vitek: Yes

Bessner: Yes

Lewis: No

Stellato: Yes

Payleitner: No

Lemke: Yes

Turner: No

Bancroft: Yes

Chairman Silkaitis: AJ, will you address Aldr. Payleitner’s concerns at the next meeting with new drawings?

Mr. Reineking: Yes.

No further discussion.

Motion by Aldr. Lemke, seconded by Aldr. Stellato. No additional discussion. Approved 6 to 3 by roll call vote. **Motion carried.**

7. Executive Session

None.

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

Kasandra Graf, 3960 Meadow View Drive. I live by North High School; I have two children, ages 5 and 4. We just moved into the neighborhood and we have constant parking on our street from the tennis courts and other after school activities at North High School. I have to place cones at the end of my driveway so my kids aren’t hit by cars that pull in when they turn around. I would like to see if there is an opportunity to address this issue.

Currently the No Parking signs are during the school year only, from 9:00 a.m. until 1:00 p.m. I would like to see if there is a better resolution for in front of our home and for our neighborhood as a whole.

Aldr. Turner: So are you looking for No Parking year round?

Mrs. Graf: Yes; I would really like to have something so that residents and their guests could still park. However, I have been reminded that it is a touchy situation regarding how the police would differentiate between the high school parking and guest parking.

Aldr. Turner: Is 9:00 a.m. to 1:00 p.m. adequate?

Mrs. Graf: Currently it is not; 9:00 to 1:00 covers the school day. However, when it comes to after school activities between the hours of 2:00 p.m. and 7:00 p.m., parking occurs along the entire length of Meadow View Dr.

Aldr. Bancroft: Kasandra is right; there is a cross walk that goes across Red Haw into her neighborhood, so anyone who is going to use the tennis courts parks there because it's a much shorter walk than it is from the parking lot of St. Charles North High School.

Mrs. Graf: I will say when our street was repaved this year, the contractor put signs up to eliminate parking and they were successfully utilizing the parking lot at North High School and the activities were still taking place.

Aldr. Turner: So this is just a matter of people being lazy?

Aldr. Bancroft: Absolutely, no question about it.

Aldr. Turner: Have you addressed the School Board on this?

Mrs. Graf: I talked to the Athletic Director and he said it's not his problem. He said during the parent teacher conferences at the start the school year, they make their statement, and that's about it.

Aldr. Lewis: Will they find someplace else to park if we do something on this street?

Mrs. Graf: No, there are no other streets that are accessible to the tennis courts because of the No Parking signs the City has in place on Red Gate.

Aldr. Lewis: Do you think the only problem is the tennis players?

Mrs. Graf: It is other after school activities as well. Football, soccer....

Aldr. Lewis: Are there temporary No Parking signs during football games along those streets?

Mrs. Graf: They only place temporary No Parking signs during the North/East game, but that is the only game so far that we have seen parking being an issue. It tends to be more of the soccer games and the tennis courts.

Chief Keegan: We have worked quite a bit with Kasandra and the HOA. To complicate matters, in most of our new developments over the last decade we block the hydrant side of the street, so the western portion of Meadow View is blocked already with no parking. You can only park on the east side of the street, which is Kasandra's side. Commander Majewski and I visited every street adjacent to East and North High School to make sure our signs and Ordinance were one in the same. We were in the process of coming to Council before the start of the school year and modifying that. The problem is, if we make any additional modifications or restrictions on the east side of Meadow View, there will be no place to park on the public street on either side.

We are very sensitive to Kasandra's concerns and resident safety; however, we've had our problems through the years enforcing resident parking only. Sometimes you can't have it both ways, and that's why we asked Kasandra to come forward. Aldr. Bancroft is correct; this is an issue of laziness. People do not want to walk from the lot to the tennis courts.

Aldr. Turner: Kasandra, how do your neighbors feel about this?

Mrs. Graf: My neighbors want to see a change. When I went through the process of going to every home to ask my neighbors, they were all very happy that someone was taking the initiative to try to solve this issue.

Aldr. Stellato: Are people parking there all day, or is it for short periods? I'm trying to figure out if setting time limits would help.

Mrs. Graf: Typically cars are there more than an hour.

Aldr. Stellato: So it may help if we limited parking to 15 or 30 minutes?

Aldr. Payleitner: If we put up resident only parking signs and you call the police, Kasandra, is that feasible on both sides? Permission of a resident for a guest to park would be the same thing as resident parking.

Mrs. Graf: Personally, as a resident, you can clearly see where parking is taking place. Where our home is located, there is an easement area before you get to Red Gate, so any guest or resident parked in front of their home, you can clearly see the difference between that and parking for the tennis court.

Aldr. Bancroft: In terms of the hours; Geneva makes sure you can't park there when you would want to catch a train going into the City. So you could say no parking from 9:00 a.m. to 10:30 a.m. or 7:00 a.m. to 9:00 a.m. so you know people can't park there

before school and you can also say no parking between 4:00 p.m. and 6:00 p.m. We need to think cleverly about other options.

Commander Majewski: The only other neighborhood in the City that has 9:00 a.m. to 1:00 p.m. on school days is Stuarts Crossing. All others are 7:00 a.m. to 4:00 p.m., so to make a lot of different parking times will be confusing. On school days is one thing, but Kasandra's issue is after school hours and summer. We do understand the issue, but we have lots of parks where people park on streets to go to them. It's tough for us to determine the difference between high school students and a resident's guests, so we are put in a tough spot too, to make sure the residents have access to parking.

Resident parking only is on school days when school is in session, not during school holidays or during the summer. After 4:00 p.m. you can park in the neighborhoods to go football games, etc., as long as they are legally parked.

One possible alternative is that on the west side of the street before Red Gate, there are no houses for several blocks. Perhaps on the west side closer to the tennis courts, as long as there are no fire hydrants there, we could have parking on both sides of the street.

Aldr. Turner: Are the parking times different between East and North?

Commander Majewski: No; there are only three neighborhoods – Rivers Edge, Stuarts Crossing and Gray Street that are timed with No Parking from 9:00 a.m. to 1:00 p.m. Resident parking only on school days. All the other neighborhoods are from 7:00 a.m. to 4:00 p.m.

Aldr. Turner: I think the 7:00 a.m. to 4:00 p.m. would be a good solution for this and see how it works out.

Aldr. Bancroft: I think that's a good start. I also like the idea of freeing up that west side. What we don't want to do is put Kasandra in a position where she is trying to fix a problem and the next thing is neighbors on the west side now have people parking in front of their houses and they get mad at her. We need to be cognizant, but that may alleviate 5 or 6 cars.

Aldr. Lewis: How many cars would you say park there on a given day?

Mrs. Graf: Anywhere between 10 to 40 cars. They go from Red Gate all the way down to about 3 houses in.

Aldr. Lewis: And you think that is all after school activities?

Mrs. Graf: Yes, during the school year I have seen tennis, soccer and lacrosse at different times. I've had to call because they have parked on the grass and in front of my driveway. This is our first summer in our home and it has been all tennis. The reason I

have a bigger issue with it is because there is adequate parking in the parking lot which is very disheartening.

Aldr. Lewis: There is a sidewalk for them to walk on?

Mrs. Graf: Yes.

Aldr. Lewis: Can we direct staff to change parking times and bring it back to another committee?

Commander Majewski: Yes, I was planning on bringing this as an update. My initial recommendation is to make it 7:00 a.m. to 4:00 p.m. for now, which will be an increase of hours.

Aldr. Bancroft: Is there a way we can approach the school? They may want to be a good neighbor, and at a minimum they can send a letter out.

Commander Majewski: I can talk to them. I also planned on letting both the schools know to look on the City's website for parking information before school starts.

Aldr. Stellato: I make a motion to direct staff to come back with a recommendation.

Aldr. Lemke: Second.

Aldr. Turner: Can this be done before the school year or close to it?

Commander Majewski: Yes, I think so.

No further discussion.

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

9. Move to Adjourn Government Services Committee Meeting at 7:51 p.m.

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