

**MINUTES
CITY OF ST. CHARLES, IL
GOVERNMENT SERVICES COMMITTEE MEETING
CHAIRPERSON RYAN BONGARD
MONDAY, JULY 24, 2023**

1. CALL TO ORDER AT 7:00 p.m.

2. ROLL CALL

Present: Silkaitis, Foulkes, Bongard, Muenz, Lencioni, Gehm, Pietryla, Wirball, Bessner

Absent: Weber

3. ADMINISTRATIVE

4. OMNIBUS VOTE

Items with an asterisk (*) are considered to be routine matters and will be enacted by one motion. There will be no separate discussion on these items unless a council member/citizen so requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.

Motion by Ald. Muenz, second by Ald. Lencioni to approve the Omnibus vote.

Roll Call Vote: Ayes: Aldr. Silkaitis, Aldr. Foulkes, Aldr. Muenz, Aldr. Lencioni; Aldr. Gehm; Aldr. Pietryla; Aldr. Wirball; Aldr. Bessner **Nays:** None. Chairperson Bessner did not vote as chair. **Motion Carried.**

5. PUBLIC WORKS DEPARTMENT

Aldr. Muenz asked what the general process is for Waiving Bids; Mr. Suhr stated there could be various reasons that are listed on the Bid Waiver form. One is for Professional Services; we don't want to pick by the lowest price, we want to pick the most qualified firm to do the work for us. However, we do want a competitive price and we always check prices on standards and things like that.

City Administrator McGuire stated that the City is prohibited by State Statute in certain circumstances from considering the price as the primary driver, so things like professional, architectural, engineering, legal and land services - there are specifically called out items that we have to look at qualifications first and price secondary.

Aldr. Lencioni asked what the legal requirements are for choosing a bidder? City Administrator McGuire stated it will depend on the type of service we are discussing. If we are discussing a construction project, we are obligated to accept the lowest responsible bidder. The lowest dollar amount doesn't necessarily mean the most responsive, responsible

bidder; we have to make sure their packet is complete and they meet all required standards. When we are talking professional services, there are different standards.

Aldr. Pietryla stated that when he was a new Alderperson, he received a Power Point presentation describing the bidding process; he suggested sending that out again would be helpful to new Council Members.

A. Recommendation to approve a Resolution to Authorize Issuing Purchase Orders to Badger Meter, Inc. for Badger Beacon Mobile and Cellular Water Meter Reading Software and Equipment.

Presented by Paul Hopkins.

Aldr. Pietryla clarified that this is just for water, not electric? Mr. Hopkins stated yes. Aldr. Pietryla asked if this was a temporary solution? Mr. Hopkins stated no, this is the solution. Mr. Suhr stated that what we are installing on the water meter side can be fully automated and AMI capable in the future.

Aldr. Wirball asked if the intent was to replace all water meters, or just the ones that are faulty? Mr. Hopkins stated this is to replace all of them. Aldr. Wirball asked if Public Works will install them or a contractor, or a combination of both? Mr. Hopkins stated it will be a combination of both, but initially we will be starting them ourselves.

Aldr. Pietryla asked if these are handhelds or if they communicate with cell towers? Mr. Hopkins stated they communicate with satellite.

Aldr. Lencioni asked if these are individual meters or is this a software platform and meters? Mr. Hopkins stated it's a software platform, installation into our Utility Billing System and training that total about \$30,000. There are two components to the meters; the physical meter and a register which communicates to the cell or handheld unit; that's what accumulates most of the cost. Aldr. Lencioni asked how many meters, and Mr. Hopkins stated approximately 565 meters. Aldr. Lencioni asked if we will be doing these by streets, and Mr. Hopkins stated initially we will be replacing meters we can't read so they will be the priority to recapture revenue.

Aldr. Silkaitis stated that we are requesting \$189,000 that is not budgeted; are we going to budget this for next year? Mr. Hopkins stated no. Mr. Suhr stated this will always be budgeted in every fiscal year, because this is an ongoing project and we will be working closely with the Finance Department. Aldr. Silkaitis made the statement that he felt this was a large budget addition to not be budgeted in a future fiscal year.

Aldr. Lencioni asked if we would capture revenue that has contributed to our water loss? Mr. Hopkins stated yes, we will capture lost revenue.

Aldr. Pietryla asked Bill Hannah if he is confident we have the money? Mr. Hannah stated yes.

Mr. Lencioni asked how often we have meters that can't be read; Mr. Hopkins stated on average 100 every two weeks.

Motion by Ald. Wirball, second by Ald. Pietryla to approve Item 5.A.

Roll Call Vote: Ayes: Aldr. Silkaitis, Aldr. Foulkes, Aldr. Muenz, Aldr. Lencioni; Aldr. Gehm; Aldr. Pietryla; Aldr. Wirball; Aldr. Bessner **Nays:** None. Chairperson Bongard did not vote as chair. **Motion Carried.**

B. Recommendation to approve a Resolution Awarding the Bid for 3-Year Contract for Tree Pruning and Removal Services.

Presented by AJ Reineking.

Aldr. Foulkes stated Piper & Sons is very low, do we know why? Mr. Reineking stated this isn't a Prevailing Wage Contract and in this case Steve Piper & Sons are self-performing work and that keeps costs down. Aldr. Foulkes asked if we are confident they can do the volume of work and Mr. Reineking stated yes, he is, and something that will help with the volume is that the City will be performing all trees 10" or less in-house.

Aldr. Silkaitis stated he has the same concerns and asked if we have a legal right to terminate after one year if they aren't performing? Mr. Reineking stated yes, we do.

Aldr. Pietryla asked if we provided them the schedule? Mr. Reineking stated yes. Aldr. Pietryla asked if we remove a tree, do we always replace it? Mr. Reineking stated yes, there are always exceptions, but that is the general rule.

Motion by Ald. Lencioni, second by Ald. Gehm to approve Item 5.B.

Roll Call Vote: Ayes: Aldr. Silkaitis, Aldr. Foulkes, Aldr. Muenz, Aldr. Lencioni; Aldr. Gehm; Aldr. Pietryla; Aldr. Wirball; Aldr. Bessner **Nays:** None. Chairperson Bongard did not vote as chair. **Motion Carried.**

C. Recommendation to approve a Resolution Awarding the Bid for Roof Replacements at the Public Works Facility and Water Well 9.

Presented by AJ Reineking.

Aldr. Wirball asked how long has the existing roof lasted? Mr. Suhr stated about 22 years. Aldr. Wirball asked what the warranty is on the new roof? Mr. Reineking stated the architect told him 40 years, but he will verify that.

Aldr. Bessner asked if this is just shingles? Mr. Reineking stated it is a membrane style roof and it will be removed completely.

Motion by Ald. Pietryla, second by Ald. Wirball to approve Item 5.C.

Roll Call Vote: Ayes: Aldr. Silkaitis, Aldr. Foulkes, Aldr. Muenz, Aldr. Lencioni; Aldr. Gehm; Aldr. Pietryla; Aldr. Wirball; Aldr. Bessner **Nays:** None. Chairperson Bongard did not vote as chair. **Motion Carried.**

***D. Recommendation to Waive the Formal Bid Procedure and Approve a Resolution Authorizing a Contract with Arcon Associates for Construction Engineering Services for Public Works and Water Well 9 Roof Replacements.**

Motion by Ald. Muenz, second by Ald. Lencioni to approve Omnibus Item 5.D.

Roll Call Vote: Ayes: Aldr. Silkaitis, Aldr. Foulkes, Aldr. Muenz, Aldr. Lencioni; Aldr. Gehm; Aldr. Pietryla; Aldr. Wirball; Aldr. Bessner **Nays:** None. Chairperson Bongard did not vote as chair. **Motion Carried.**

***E. Recommendation to Waive the Formal Bid Procedure and approve a Resolution Authorizing a Purchase Order with Cooper Construction for the replacement of a Window Bank at City Hall.**

Motion by Ald. Muenz, second by Ald. Lencioni to approve Omnibus Item 5.E.

Roll Call Vote: Ayes: Aldr. Silkaitis, Aldr. Foulkes, Aldr. Muenz, Aldr. Lencioni; Aldr. Gehm; Aldr. Pietryla; Aldr. Wirball; Aldr. Bessner **Nays:** None. Chairperson Bongard did not vote as chair. **Motion Carried.**

***F. Recommendation to Approve a Resolution Awarding the Bid for a Wastewater Boiler By-Pass.**

Motion by Ald. Muenz, second by Ald. Lencioni to approve Omnibus Item 5.F.

Roll Call Vote: Ayes: Aldr. Silkaitis, Aldr. Foulkes, Aldr. Muenz, Aldr. Lencioni; Aldr. Gehm; Aldr. Pietryla; Aldr. Wirball; Aldr. Bessner **Nays:** None. Chairperson Bongard did not vote as chair. **Motion Carried.**

***G. Recommendation to Waive the Formal Bid Procedure and Approve a Resolution to Award the Purchase of the Primary Clarifier Repair Parts.**

Motion by Ald. Muenz, second by Ald. Lencioni to approve Omnibus Item 5.G.

Roll Call Vote: Ayes: Aldr. Silkaitis, Aldr. Foulkes, Aldr. Muenz, Aldr. Lencioni; Aldr. Gehm; Aldr. Pietryla; Aldr. Wirball; Aldr. Bessner **Nays:** None. Chairperson Bongard did not vote as chair. **Motion Carried.**

H. Recommendation to Waive the Formal Bid Procedure and Approve a Resolution to Authorize a Contract with FGM Architects for Architectural Professional Services for the Council Chambers Interior Renovation Project.

Presented by Peter Suhr.

Aldr. Wirball stated his priority complaint from constituents is that they can't hear when in the Council Chambers, so he is happy to hear of the improvements and fully supports it.

Aldr. Pietryla asked if we will have a camera system and City Administrator McGuire stated yes, we will involve an A/V tech person to take a comprehensive look to get the cameras and audio addressed.

Aldr. Muenz stated this is one Bid Waiver item that she was questioning; our budget is \$95,000 and we are proposing \$149,000. Why wouldn't we want to get someone else's opinion on this? City Administrator McGuire stated this is one that we are prohibited from basing solely on price; we would have to issue an RFQ first, evaluate the skillset and qualifications of that Architect, and then once you award it to an Architect, then you can discuss price. We can do the waiver with the pre-existing architect to do that, but we would not be able to put it out there based on price.

Aldr. Muenz asked if we know this price is reasonable? Mr. Suhr stated we checked against other bids for projects that we have done in the past, and we look at the hourly rate which lines up with every other architect in the area; with professional services and the hourly rate, it's standard. In regard to the additional dollars we are getting approved; we are only planning on spending \$95,000 this fiscal year. We are going through design and construction documents and prepare bids if we want to move forward with construction. There are a couple other steps in their proposal that will happen next fiscal year. However, if we have an architect on board and we only ask for \$95,000 this fiscal year and then he would be back in front of Council next year, asking for the additional \$45,000 for that budget cycle. That's the reason for getting the total amount approved today, but only \$95,000 of the budget will be spent this fiscal year. Aldr. Muenz said that makes perfect sense, and thanked Mr. Suhr for the explanation.

Motion by Ald. Pietryla, second by Ald. Wirball to approve Item 5.H.

Roll Call Vote: Ayes: Aldr. Silkaitis, Aldr. Foulkes, Aldr. Muenz, Aldr. Lencioni; Aldr. Gehm; Aldr. Pietryla; Aldr. Wirball; Aldr. Bessner **Nays:** None. Chairperson Bongard did not vote as chair. **Motion Carried.**

I. Information Only – Presentation on Lead Service Lines.

Presented by Tim Wilson.

Aldr. Wirball asked what the percentage of returned surveys is and Mr. Wilson stated approximately 30% - 40% from each mailing.

Aldr. Pietryla asked if was possible to get an idea of how many houses there are by the date they were built? Mr. Wilson stated yes, that is how we are determining our rough budget numbers.

Aldr. Wirball confirmed that if someone refuses to have their lead pipe replaced, they sign a Department of Public Health waiver and that's it? Mr. Wilson stated yes, that's their decision; it's a private service line and we cannot force anyone to do it. Mr. Wilson emphasized that we cannot force them, but they do have to sign a waiver that we are required to send to the Department of Public Health.

Aldr. Bessner asked if we still have to replace the City side? Mr. Wilson stated yes.

Aldr. Bessner asked why is Elgin requiring residents to drink bottled water for two years? Mr. Wilson stated that even if a homeowner signs a waiver, we have to provide the homeowner with a Brita pitcher and filter for two years. Aldr. Bessner asked what happens after two years? Mr. Wilson stated that once we disturb the line to replace the City's side, it takes two years to flush it out.

Aldr. Wirball said there are articles in the newspaper that say ILEPA announces \$4 million in loan forgiveness to the City of Elgin to replace lead service lines and there is a similar headline for Batavia. What is the loan forgiveness? Is that part of the formula you talked about? Mr. Wilson stated yes, it is a loan process, and the loan forgiveness doesn't cover 100% of the project.

Aldr. Pietryla asked if the \$1.8 million per year is for one year only, and Mr. Wilson said yes, and this project will take approximately 34 years which is approximately \$61 million in today's dollars. Mr. Wilson stated it is important to point out, if we take advantage of federal or state funding, we are responsible to cover the cost from the water main all the way to the meter, including restoration.

Aldr. Wirball asked if that's only for one year, or for the entire 34 years of the project? Mr. Wilson said the entire project and taking the federal funds complicates things because there isn't enough money. Mr. Wilson stated that Illinois has the highest number of lead lines.

Aldr. Pietryla asked the next step? Mr. Wilson stated there will be a significant amount of internal conversations; we have to have a draft to the EPA by April 2024, so we will have a draft for Council to see before then.

Aldr. Foulkes asked what if a resident declines to have their lead line replaced, a year later they sell their house and the new owner finds out they declined and now wants it done – is the City going to have any responsibility with that over the 34 year time period? Mr. Wilson stated that is part of the policy conversation. Aldr. Foulkes asked if there is another medium to get the information out to the resident, rather than just letters? Aldr. Muenz stated that residents do see the letter and won't respond because they don't want to be put in financial jeopardy. Mr. Wilson stated we will look at the wording on the letter, but that the survey is very easy to do from a cell phone.

Aldr. Silkaitis asked where we start with replacements? Mr. Wilson stated we will try to reduce costs for the City, so when we are replacing a road, we will knock out service lines while the road is apart because replacing the service line is an invasive project.

Aldr. Wirball said constituents have asked if they chose to have the lead line replaced and we open it up to do so, then it is discovered their clay sanitary pipe is underneath it, can they address that at their expense or will that complicate it? Mr. Wilson stated they could probably address it at their own expense; the EPA is trying to figure this issue out in Springfield.

Chairman Bongard asked if we may not be getting a good response to the survey because people don't think it's their responsibility? Mr. Wilson stated no, it's more that people just don't read the letter.

Aldr. Pietryla asked if we can use the email addresses that Utility Billing uses to notify residents of the automatic payment for their bill? Mr. Wilson stated he doesn't think our technology can support that, but he will ask.

Aldr. Wirball stated that since residents aren't obligated to make the repair, he thinks that will provide some sense of relief for some residents who may not be able to afford it. This presentation has been very helpful; thank you.

Aldr. Bessner asked out of 4,000 homes, is there a compliance rate? Mr. Wilson stated he has no idea; no one is that far yet.

Aldr. Muenz asked if legislatively are any disclosure requirements for homeowners when they sell their house and they have waived their opportunity? Mr. Wilson stated currently, no, but at some point, there may be something.

City Administrator McGuire stated the Alderpersons have a lot of questions, but that is exactly why we structured it this in a way to be brought in pieces because there is a lot to tackle. This was intended to be an introductory discussion so everyone can start wrapping their heads around it so we can tackle this in reasonable chunks.

Aldr. Pietryla asked for a copy of the presentation to be emailed to the Alderpersons.

City Administrator McGuire stated if any Council members have follow-up questions, to direct them to her and she will get responses out to all Council members as well.

J. Recommendation to Approve a Resolution Awarding the Bid for the South 4th Street Water Main Improvements Project.

Presented by Tim Wilson.

Aldr. Wirball asked if this opened up an opportunity to replace lead lines? Mr. Wilson answered yes, this is the first phase of transferring them over to the stubs in the parkway.

Motion by Ald. Pietryla, second by Ald. Bessner to approve Item 5.J.

Roll Call Vote: Ayes: Aldr. Silkaitis, Aldr. Foulkes, Aldr. Muenz, Aldr. Lencioni; Aldr. Gehm; Aldr. Pietryla; Aldr. Wirball; Aldr. Bessner **Nays:** None. Chairperson Bongard did not vote as chair. **Motion Carried.**

K. Recommendation to Approve a Resolution Awarding a Proposal for SCADA Program Management to Concentric Integration.

Presented by Tim Wilson.

Motion by Ald. Wirball, second by Ald. Pietryla to approve Item 5.K.

Roll Call Vote: Ayes: Aldr. Silkaitis, Aldr. Foulkes, Aldr. Muenz, Aldr. Lencioni; Aldr. Gehm; Aldr. Pietryla; Aldr. Wirball; Aldr. Bessner **Nays:** None. Chairperson Bongard did not vote as chair. **Motion Carried.**

L. Recommendation to Approve a Resolution Awarding the Capacity, Management, Operations and Maintenance Plan (CMOM) Phase II Sewer System Evaluation Survey of Sub Basin WOR to RJN Engineering.

Presented by Tim Wilson.

Aldr. Pietryla commented that he received a Smoke Testing letter; the project went well and he appreciated the communication.

Aldr. Wirball asked if the communication will remain the same and Mr. Wilson responded yes, with some improvement that we learn from each year.

Motion by Ald. Lencioni, second by Ald. Pietryla to approve Item 5.L.

Roll Call Vote: Ayes: Aldr. Silkaitis, Aldr. Foulkes, Aldr. Muenz, Aldr. Lencioni; Aldr. Gehm; Aldr. Pietryla; Aldr. Wirball; Aldr. Bessner **Nays:** None. Chairperson Bongard did not vote as chair. **Motion Carried.**

6. PUBLIC COMMENT

Resident Dean Bemis stated the survey was extremely easy to do. He asked Mr. Wilson to describe replacing the line on the private side? Is it trenched, or will they tear up a brick driveway? Mr. Wilson said he would like to have a one-on-one conversation with Mr. Bemis to talk about current construction practices because each situation is different.

Resident Paul McMann asked if we don't have a general idea of how many lead lines based on the year the houses or neighborhoods were built? Mr. Wilson stated yes, but many homes have had plumbing replaced so we need to do our best to verify.

Resident Leah Beck asked about the \$1.8 million estimate annually; are we going to be following what Geneva and Batavia is doing? Mr. Wilson stated we don't know yet. Resident restated her question to ask if there will be homeowner reimbursement for this, or is it not on the table? Mr. Wilson said those are policy topics being discussed.

Mayor Vitek stated all questions can be addressed by staff post-meeting; Tim Wilson has stated he will address any questions residents have – you can email him directly or your Alderperson and they will get your answers. The discussion this evening is only informative; we appreciate you coming, but this is not a discussion point in the Public Comment section this evening or in Committees. Thank you.

Aldr. Silkaitis asked if Public Works can please remove sign posts at Illinois and Route 31. Staff responded yes.

Aldr. Lencioni asked if Public Works knows how many times a year the Grossklag building at Rt. 64 and Rt. 31 gets hit a year? Is there anything that can be done about it? Mr. Adesso

responded that intersection is the responsibility of IDOT and there is nothing we can do to reconstruct the corner. Aldr. Pietryla asked if we can work with IDOT to have them forbid a right turn at that intersection? Mr. Adesso said it was petitioned many years ago before any of our time here; unfortunately, because we have the benefit of two state routes intersecting in our downtown and the way that IDOT permits truck routes, they are not interested in prohibiting truck mobility in either direction.

Aldr. Wirball stated this has been looked at by Russell Colby; there is a piece of concrete that protrudes out on the corner where the trucks tires roll over, therefore it lifts the trailer up and hits the building. That is owned by the owner and he doesn't want to pay to have it cut.

7. ADDITIONAL ITEMS FROM MAYOR, COUNCIL, STAFF OR CITIZENS

As part of the Riverside Lift Station project, Riverside Drive will be closed beginning August 16 through beginning of October. Once the road closure is done, there will be daily lane closures so we can demo the old lift station. The detour is extensive, there will be a map included with the press release.

Aldr. Muenz asked if it will impact the bike route? Mr. Wilson stated cyclists will still be able to use it, while following detours.

8. EXECUTIVE SESSION

None.

9. MOTION TO ADJOURN GOVERNMENT SERVICES COMMITTEE MEETING

Motion by Ald. Pietryla, second by Ald. Muenz to adjourn the meeting at 8:35 pm.

Roll Call Vote: Ayes: Aldr. Silkaitis, Aldr. Foulkes, Aldr. Muenz, Aldr. Lencioni; Aldr. Gehm; Aldr. Pietryla; Aldr. Wirball; Aldr. Bessner **Nays:** None. Chairperson Bongard did not vote as chair. **Motion Carried.**

:kd