

**AGENDA
CITY OF ST. CHARLES
GOVERNMENT SERVICES COMMITTEE MEETING
ALDR. RYAN BONGARD, CHAIR
MONDAY, OCTOBER 23, 2023 – 7:00 P.M.
CITY COUNCIL CHAMBERS
2 E. MAIN STREET**

- 1. Call to Order.**
- 2. Roll Call.**
- 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.

5. Public Works Department

- A. Presentation of Snow and Ice Removal Program.
- *B. Recommendation to Approve a Resolution Authorizing an Intergovernmental Agreement with St. Charles Township Regarding Snow/Ice Control.
- *C. Recommendation to Approve a Resolution Authorizing an Intergovernmental Agreement with St. Charles School District 303 Regarding Snow/Ice Control Materials.
- D. Recommendation to Approve a Resolution Awarding the Bid for Fire Station Facility Improvements.
- E. Recommendation to Approve a Resolution Authorizing a Contract with RJ O’Neil, Inc. for Rooftop Air Handler Replacements at City Hall and Century Station.

6. Public Comment

7. Additional Items from Mayor and City Council Members


8. Executive Session


- Personnel – 5 ILCS 120/2(c)(1)
- Pending, Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
- Property Acquisition – 5 ILCS 120/2(c)(5)
- Collective Bargaining – 5 ILCS 120/2(c)(2)
- Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)

9. Adjourn

ADA Compliance

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at jmcmahon@stcharlesil.gov. Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).

	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5.A
	Title:	Presentation of Snow and Ice Removal Operations	
	Presenter:	AJ Reineking, Public Works Manager – Public Services	
Meeting: Government Services Committee		Date: October 23, 2023	
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>Staff will provide a brief informational presentation on the City’s snow and ice control program.</p>			
Attachments (please list):			
None			
Recommendation/Suggested Action (briefly explain):			
None			

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: *5.B
	Title:	Recommendation to Approve an Intergovernmental Agreement with St. Charles Township Regarding Snow/Ice Control	
Presenter:	AJ Reineking, Public Works Manager – Public Services		
Meeting: Government Services Committee		Date: October 23, 2023	
Proposed Cost: N/A		Budgeted Amount: N/A	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>In 2018 the City entered into a 5-year agreement with St. Charles Township for snow and ice control services. The agreement is set to expire prior to the 2023/24 winter season. An additional 5-year extension has been proposed.</p> <p>The agreement with St. Charles Township memorializes a long-term practice of exchanging plowing services based on where the delivery of service made practical sense in relation to existing routes. For many years the City and St. Charles Township have mutually agreed to provide snow and ice services for streets under the jurisdiction of the other political body. For example, St. Charles Township performed snow/ice control along the City right of way on Dover Hill Court, located at the north end of the Crane Road Estates Subdivision, and the City performed snow/ice control along the Township rights of way on Toni and Bonnie Streets, located along Kautz Road. This letter of agreement addresses in writing the understanding and also addresses liability, along with establishing a set five (5) year term.</p> <p>The agreement may be revisited at any time, but will expire prior to the 2028/29 winter season.</p>			
Attachments (please list):			
*Letter of Agreement with St. Charles Township for Snow Removal/Anti-icing Services			
Recommendation/Suggested Action (briefly explain):			
Recommendation to approve the Intergovernmental Agreement with St. Charles Township for snow and ice control services.			

Snow & Ice Control Agreement
November 6, 2023



2 E. MAIN STREET
ST. CHARLES, IL 60174
630.377.4400
STCHARLESIL.GOV

November 6, 2023

Mr. Steve Frohling
Highway Commissioner
St. Charles Township Road District
1725 Dean Street
St. Charles, IL 60174-1391

Dear Commissioner Frohling:

This letter serves to confirm our agreement regarding salting and plowing of snow for a five (5) year contract period from 2023 through the 2027/2028 winter snow season.

It is agreed that St. Charles Township ("Township") will plow Peck Road from the bike path on the north to Illinois Route 64; all of Oakwood Drive in the Rainbow Hills sub-division; and Crane Road, from Illinois Route 31 to the entrance of Crane Road Estates. Under a separate agreement, St. Charles Township will plow all of Dover Hill.

In return, The City of St. Charles ("City") will plow the County Line sub-division off Kautz Road, which consists of Bonnie Street, Denny Street and Toni Street; and north one-hundred (100) feet on Seventeenth Street.

The employees of each party performing operations under this agreement shall remain employees of such party and subject to such party's control and direction.

To the fullest extent permitted by law, the Township hereby agrees to defend, indemnify and hold harmless the City, its officers, agents, employees and volunteers, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, costs and expenses, which may in anywise accrue against the City, its officers, agents, employees, and volunteers, arising in whole or in part or in consequence of the performance of this agreement by the Township, its officers, agents, employees, and volunteers, or which may anywise result therefrom, except that arising out of the sole legal cause of the City, its officers, agents, employees and volunteers.

To the fullest extent permitted by law, the City hereby agrees to defend, indemnify and hold harmless the Township, its officers, agents, employees and volunteers, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, costs and expenses, which may in anyway

Snow & Ice Control Agreement
November 6, 2023

accrue against the Township, its officers, agents, employees, and volunteers, arising in whole or in part or in consequence of the performance of this agreement by the City, its officers, agents, employees, and volunteers, or which may anyway result therefrom, except that arising out of the sole legal cause of the Township, its officers, agents, employees and volunteers.

Each party to this agreement shall maintain comprehensive general liability insurance, property damage and casualty insurance and workers' compensation insurance upon such terms and in such amounts as is commercially reasonable.

This agreement may be terminated by either party upon ten (10) days written notice to the other party. Such notice shall be given to the signatories to this agreement at the address set forth herein.


Please sign on the line above your name at the bottom of this letter to acknowledge your agreement with this intergovernmental agreement and return to me by facsimile for my records.

If you have any questions, please feel free to contact me at my office.

Sincerely,

Lora Vitek
Mayor
City of St. Charles

Steve Frohling
Highway Commissioner
St. Charles Township

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: *5.C
	Title:	Recommendation to Approve an Intergovernmental Agreement with St. Charles School District 303 Regarding Snow/Ice Control Materials	
Presenter:	AJ Reineking, Public Works Manager – Public Services		
Meeting: Government Services Committee		Date: October 23, 2023	
Proposed Cost: N/A		Budgeted Amount: N/A	Not Budgeted: <input type="checkbox"/>
TIF District: Choose an item.			
Executive Summary (if not budgeted, please explain):			
<p>In 2018 the City entered into a 5-year agreement with School District 303 for winter road salt utilization. The agreement is set to expire prior to the 2023/24 winter season. An additional 5-year extension has been proposed.</p> <p>Under the agreement with District 303, the City will grant a license to the District for use of the Salt Dome located at Rt. 38 and Karl Madsen Dr. The School District shall purchase approximately 400 tons of salt per year. An accounting of salt usage shall be done at the conclusion of each winter season, and the school district will be charged using the City’s cost per ton of salt for that season.</p> <p>The agreement may be revisited at any time, but will expire prior to the 2028/29 winter season.</p>			
Attachments (please list):			
*Proposed Agreement with CUSD 303 for Salt Utilization			
Recommendation/Suggested Action (briefly explain):			
Recommendation to approve the Intergovernmental Agreement with CUSD 303 for salt access and utilization.			

City of St. Charles, Illinois Intergovernmental License Agreement

For Use of City of St. Charles Salt Dome By St. Charles Community Unit School District No. 303

This License Agreement is made by and between the City Council of the City of St. Charles, a home rule unit (the “City”), and the Board of Education of St. Charles Community Unit School District No. 303, Kane and DuPage Counties, Illinois, a body politic and corporate (the “School District”) pursuant to Article VII, Section 10 of the Illinois Constitution of 1970, which authorizes units of local government, including municipalities and School Districts, to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance, and pursuant to the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.), which authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities and undertakings.

In consideration of mutual covenants expressed herein, the City and the School District agree as follows:

1. **Premises:** The City grants a license to the School District to use the Premises generally described and known as the “Route 38 Municipal Salt Dome” located on Route 38 and Karl Madsen Drive (the “Premises”), which Premises are owned and operated by the City of St. Charles.
2. **Term:** Except as provided in 3, below, the term of this license shall be five (5) years, commencing on the date on which the last of the parties signs this license agreement. The City and the School District agree that at the completion of the term the parties shall review the agreement and determine whether or not it shall be renewed.
3. **Rent:** The annual rent for the Premises shall be ten dollars (\$10).
4. **Use:** The Premises shall be used by the School District solely for the storage of rock salt, which salt shall be removed from time to time for winter application to school premises owned and operated by the School District. To that end, the School District shall purchase from the City (1) winter supply of rock salt (approximately four hundred [400] tons) at the City’s unit cost. The City shall monitor the use of rock salt by the City and by the School District and, at the conclusion of the winter season, shall give an accounting of the use of rock salt by the parties, with an appropriate charge (calculated on the City’s unit cost) to the School District. The School District shall not otherwise interfere with the City’s use of the Premises, and the City’s use at the Premises shall take precedence over the use described in this Agreement.

5. **Assignment or Transfer:** The City shall not assign or transfer this License Agreement without the express prior written consent of the School District.
6. **Maintenance:** The City shall maintain the Premises during the term of this License Agreement.
7. **Taxes and Utilities:** The Premises are currently exempt from real estate taxes. Any property taxes which shall become due and owing on the Premises and any utility costs attributable to the Premises shall be paid by the City.
8. **Governmental Regulations:** The School District shall comply with all applicable requirements of federal, state and local regulatory authorities with respect to the use of the Premises.
9. **Indemnification and Hold Harmless:** The School District shall indemnify and hold harmless the City, its officers and its employees for any claims, causes of action, damages and liabilities, including attorneys fees, arising out of the School District's use of the property as described specifically in this Agreement, except to the extent that such claims, causes of action, damages and liabilities are caused by the negligent or intentional conduct of the City, its officers, employees or agents.
10. **Insurance:** The School District shall provide the City of St. Charles a current acceptable Certificate of Insurance naming the City of St. Charles an additional insured.
11. This License Agreement shall be binding upon, apply to and inure to the benefit of the City and the School District and their respective successors and assigns.
12. This License Agreement shall become effective upon the date of execution by the last of the representatives of the parties as set forth below.

The City of St. Charles, Illinois

**Board of Education of St. Charles
Community Unit School District No. 303**

By: _____
Lora Vitek, Mayor

By: _____
Heidi Fairgrieve, President


Attest:

Nancy Garrison, City Clerk

Attest:

Tamara Marsan, Recording Secretary

Dated: _____

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5.D
	Title:	Recommendation to Approve a Resolution Awarding the Bid for Fire Station Facility Improvements	
	Presenter:	AJ Reineking, Public Works Manager – Public Services	
Meeting: Government Services Committee		Date: October 23, 2023	
Proposed Cost: \$ <i>177,691</i>		Budgeted Amount: \$85,000	Not Budgeted: <input type="checkbox"/>
TIF District: Choose an item.			
Executive Summary (if not budgeted, please explain):			
<p>Fire Station 2 (Production Drive) was constructed in 1986 and Fire Station 3 (Campton Hills Road) was constructed in 1987. The two buildings were constructed to be identical to one another and much of both facilities have remained original since they were constructed 37 and 36 years ago, respectively.</p> <p>The Public Works Department, at the behest of the Fire Department, has prepared a bid specification to complete improvements at these facilities over a two-year period. However, savings from the Public Works Roof project allowed capital facilities maintenance funds to be available to complete the work at both fire facilities this year.</p> <p>The scope is comprised of substantial improvements to the living spaces at each facility, including an update of the kitchen consisting of replacement of the cabinets and appliances, lighting enhancements, and electrical improvements, as well as new tile flooring throughout the kitchen, living quarters and the watch room. In addition, lighting and ceiling tile work will be performed at each facility.</p> <p>The City received six qualified bids to complete this work with Midwest Construction Partners, Inc. of Schaumburg, IL being the lowest responsive, responsible bidder.</p>			
Attachments (please list):			
*Bid Tabulation			
Recommendation/Suggested Action (briefly explain):			
Recommendation to approve a Resolution awarding the bid for fire station improvements to Midwest Construction Partners, Inc. in the submitted bid amount.			

Fire Station Renovation(s) (Rebid) PS2023-23-1

Base Proposal:

	Midwest Construction Partners Cost	Blue Reef Cost	Dardon Cost	DeJAmes Cost	Tiles in Style Cost	Lite Construction Cost	MS Builders Cost
Demolition of approximately 2,000 Square Feet of flooring consisting of 50% tile and 50% carpeting	\$ 10,345.00		\$ 12,860.00		\$ 14,350.00	\$ 22,000.00	
Installation of approximately 2,000 square feet of porcelain tile (tile and mortar provided by owner), contractor to provide grout	\$ 36,551.00		\$ 25,068.00		\$ 35,280.00	\$ 65,000.00	
Removal of interior window and infill with concrete masonry unit (CMU), paint to match.	\$ 10,643.00		\$ 2,886.00		\$ 18,060.00	\$ 6,000.00	
Removal and disposal of existing cabinetry and appliances	\$ 2,854.00		\$ 5,512.00		\$ 4,200.00	\$ 10,000.00	
Lighting and electrical per the construction documents	\$ 16,826.00		\$ 33,800.00		\$ 18,816.00	\$ 40,000.00	
Ceiling tile work and finishes per the construction documents	\$ 9,900.00		\$ 51,045.00		\$ 16,800.00	\$ 20,700.00	
Total Cost	\$ 87,119.00	\$ 119,000.00	\$ 131,171.00	\$ 157,261.00	\$ 107,506.00	\$ 163,700.00	\$ 59,300.00

Fire Station 3 (anticipated to begin in May 2024 pending budget approval)

Alternate Proposal:

	Cost	Cost	Cost	Cost	Cost	Cost	Cost
Demolition of approximately 2,000 Square Feet of flooring consisting of 50% tile and 50% carpeting	\$ 10,813.00		\$ 14,146.00		\$ 15,000.00	\$ 25,000.00	
Installation of approximately 2,000 square feet of porcelain tile (tile and mortar provided by owner), contractor to provide grout	\$ 37,698.00		\$ 27,574.80		\$ 37,000.00	\$ 68,000.00	
Removal of interior window and infill with concrete masonry unit (CMU), paint to match.	\$ 10,810.00		\$ 3,174.60		\$ 19,000.00	\$ 7,000.00	
Removal and disposal of existing cabinetry and appliances	\$ 2,989.00		\$ 6,063.20		\$ 4,500.00	\$ 11,000.00	
Lighting and electrical per the construction documents	\$ 18,145.00		\$ 37,180.00		\$ 19,000.00	\$ 43,000.00	
Ceiling tile work and finishes per the construction documents	\$ 10,117.00		\$ 56,149.50		\$ 18,000.00	\$ 25,700.00	
Total Cost	\$ 90,572.00	NA	\$ 144,288.10	NA	\$ 112,500.00	\$ 179,700.00	NA

TOTAL FOR BOTH FIRE STATIONS

\$ 177,691.00	N/A	\$ 275,459.10	N/A	\$ 220,006.00	\$ 343,400.00	N/A
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 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5.E
	Title:	Recommendation to Approve a Resolution Authorizing a Contract with RJ O’Neil, Inc. for Rooftop Air Handler Replacements at City Hall and Century Station	
Presenter:	AJ Reineking, Public Works Manager – Public Services		
Meeting: Government Services Committee		Date: October 23, 2023	
Proposed Cost: \$465,468.40		Budgeted Amount: \$0.00	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>City Hall and Century Station each have five rooftop air handler units that are in excess of 20 years old and have reached the twilight of their useful life. The rooftop units facilitate the heating and cooling of the various facilities and have been prone to failure in recent years.</p> <p>The rooftop units were scheduled for a sequenced replacement over the next several years; however, the City received favorable pricing for the Public Works facility roof replacement which freed capital facilities maintenance funds for additional prioritized projects.</p> <p>The public works department prepared an RFP specification for the replacement of all ten of the aged units on the two buildings with a focus on reliability, operational enhancements through computerized programming and sequencing, building function, and price. The City received three responses with RJ O’Neil Inc. of Montgomery, IL submitting the most qualified bid to perform the work. RJ O’Neil indicated that the lead-time for the rooftop units is up to 32 weeks (June 2024) with installation expected as soon as the units are received.</p>			
Attachments (please list):			
*Bid Tabulation			
Recommendation/Suggested Action (briefly explain):			
Recommendation approve a Resolution authorizing a contract for the replacement of City Hall and Century Station rooftop air handler units to RJ O’Neil, Inc. in the submitted bid amount.			

Roof Top Unit (RTU) Replacements PS2023-43

RJ O'Neil				Helm Mechanical				Sherman Mechanical			
City Hall				City Hall				City Hall			
	Cost	Proposed Make/Capacity	Leadtime		Cost	Proposed Make/Capacity	Leadtime		Cost	Proposed Make/Capacity	Leadtime
RTU 1	\$ 70,319.40	Carrier/25 Ton	30-32 Weeks	RTU 1	\$ 66,647.00	Carrier/25 Ton	32 weeks	RTU 1		Carrier/25 Ton	30 Weeks
RTU 2	\$ 70,437.00	Carrier/ 30 Ton	30-32 Weeks	RTU 2	\$ 68,464.00	Carrier/ 30 Ton	32 weeks	RTU 2		Carrier/ 30 Ton	30 Weeks
RTU 3	\$ 31,709.40	Carrier/15 Ton	6 weeks	RTU 3	\$ 33,568.00	Carrier/15 Ton	32 weeks	RTU 3		Carrier/15 Ton	26 Weeks
RTU 4	\$ 91,489.80	Carrier/ 35 Ton	30-32 Weeks	RTU 4	\$ 79,346.00	Carrier/ 35 Ton	32 weeks	RTU 4		Carrier/ 35 Ton	30 Weeks
RTU 5	\$ 19,871.40	Trane/6 Ton	Stock	RTU 5	\$ 24,982.00	Trane/6 Ton	22-26 weeks	RTU 5		Trane/6 Ton	18-20 Weeks
Controls Installation	\$ 19,778.60			Controls Installation	\$ 25,878.00			Controls Installation			
City Hall Total	\$ 303,605.60			City Hall Total	\$ 298,885.00			City Hall Total			

Century Station				Century Station				Century Station			
	Cost	Proposed Make/Capacity	Leadtime		Cost	Proposed Make/Capacity	Leadtime		Cost	Proposed Make/Capacity	Leadtime
RTU 1	\$ 32,495.40	Carrier/15 Ton	30-32 Weeks	RTU 1	\$ 36,275.00	Carrier/15 Ton	25 weeks	RTU 1		Carrier/15 Ton	26 Weeks
RTU 2	\$ 22,337.40	Carrier/7.5 Ton	Stock	RTU 2	\$ 27,129.00	Carrier/7.5 Ton	25 weeks	RTU 2		Carrier/7.5 Ton	18-20 Weeks
RTU 3	\$ 22,337.40	Carrier/7.5 Ton	Stock	RTU 3	\$ 27,129.00	Carrier/7.5 Ton	25 weeks	RTU 3		Carrier/7.5 Ton	18-20 Weeks
RTU 4	\$ 42,576.60	Carrier/25 Ton	30-32 Weeks	RTU 4	\$ 47,495.00	Carrier/25 Ton	25 weeks	RTU 4		Carrier/25 Ton	18-20 Weeks
RTU 5	\$ 22,337.40	Carrier/7.5 Ton	Stock	RTU 5	\$ 27,129.00	Carrier/7.5 Ton	25 weeks	RTU 5		Carrier/7.5 Ton	18-20 Weeks
Controls Installation	\$ 19,778.60			Controls Installation	\$ 25,878.00			Controls Installation			
Century Station Total	\$ 161,862.80			Century Station Total	\$ 191,035.00			Century Station Total			

TOTAL	\$	465,468.40	TOTAL	\$	489,920.00	TOTAL	\$	595,500.00	No bid bond/only 2 references (neither local government)
			with 2% discount		\$480,121.60				

<p>Changing Trane 6 ton to a Carrier 6 ton in order to make all of the units the same brand. Model #: 48FCFM07A3A5-3U0A0</p>	<p>2% discount NET 15</p>	<p>1 year parts and labor, years 2-5 parts only on compressors. Bid is based on all Carrier rooftop units. Due to our logistics for replacement we cannot itemize the bid per rooftop unit as it will escalate the total cost. Temperature control pricing is based on Geostar Controls and Services as they attended the project walk-thru.</p>
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