

**AGENDA
CITY OF ST. CHARLES, IL
GOVERNMENT SERVICES COMMITTEE MEETING
RITA PAYLEITNER, CHAIRMAN**

**MONDAY, FEBRUARY 25, 2019, 7:00 P.M.
CITY COUNCIL CHAMBERS
2 E. MAIN STREET, ST. CHARLES, IL 60174**

1. CALL TO ORDER

2. ROLL CALL

3. ADMINISTRATIVE

- a. Electric Reliability Report – Information only.
- b. Natural Resources Commission Minutes – Information only.
- c. Phosphorus Removal and Digester Improvements Project Update – Information only.

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. POLICE DEPARTMENT

- a. Recommendation to approve Street Closures for the Bike MS Event at the Kane County Fairgrounds.
- *b. Recommendation to approve Street and Parking Lot Closures and Amplification License for the Fine Arts Show.
- *c. Recommendation to approve Use of City Plazas/Property and Amplification License for the STC Live and Jazz Weekend.
- d. Recommendation to approve a Resolution for the Contract and Lease Agreement with A.I.D. (Association for Individual Development).

- e. Recommendation to approve the Purchase and Project Implementation of Storage System Solutions for the New Police Department Facility.
- f. Recommendation to approve School Resource Officer Agreement for School Year 2019-2020.

6. PUBLIC WORKS DEPARTMENT

- a. Presentation of Langum Park Corridor Improvement Project by River Corridor Foundation of St. Charles.
- b. Consideration of Communications Equipment Installation on the Red Gate Water Tower.
- c. Recommendation to approve Notice of Award for the 7th and Division Lift Station Project.
- d. Recommendation to approve Notice to Proceed and Contract Agreement for the 7th and Division Lift Station Construction Project.
- e. Recommendation to approve Remaining Construction Costs and Guaranteed Maximum Price Proposal (GMP) for the Police Station Project.
- f. Presentation of Parking Lot A “Checkerboard Lot” Design Concepts.
- g. Recommendation to Authorize Natural Resources Commission Storm Drain Medallion Project.
- *h. Recommendation to approve Changes to the Urban Forestry Management Plan and Update Chapter 12.20.030 of the City Code.
- *i. Recommendation to approve Resolution Authorizing Application to Kane County Riverboat Grant Program.
- *j. Recommendation to award Purchase Order for LED Cobrahead fixtures to Border States.
- *k. Recommendation to award Purchase Order for Engineering of City Hall Substation 12kV Bus Improvements to Utility Design Services (UDS) .
- *l. Recommendation to award Purchase Order for Landscape Design Improvements for Electric Services and Environmental Services to Hitchcock Design Group.
- m. Recommendation to award Purchase Order for Padmounted Capacitors to Wesco.

7. EXECUTIVE SESSION

- Personnel – 5 ILCS 120/2(c)(1)
- Pending Litigation – 5 ILCS 120/2(c)(11)
- 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)

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

9. ADJOURNMENT

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: 3.a

Title: Electric Reliability Report – Information Only

Presenter: Tom Bruhl

Meeting: Government Services Committee

Date: February 25, 2019

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

For Information Only.

Attachments *(please list):*

January 2019 Outage Report

January 2019 Streetlight Repair Report

Recommendation/Suggested Action *(briefly explain):*

For information only.

Streetlight Repair Report

Expectation: Streetlights will be repaired within 10 days of notification.

| Fiscal Year | Number of Lights Repaired | Average Days to Repair |
|--------------------|----------------------------------|-------------------------------|
| 2018 | 801 | 5.3 |

2019

| Month Light Was Repaired | Number of Lights Repaired | Average Days to Repair |
|---------------------------------|----------------------------------|-------------------------------|
| May | 66 | 4.4 |
| June | 27 | 3.0 |
| July | 38 | 3.3 |
| August | 47 | 6.2 |
| September | 46 | 3.0 |
| October | 167 | 7.9 |
| November | 58 | 7.3 |
| December | 64 | 8.0 |
| January | 54 | 6.8 |
| February | | |
| March | | |
| April | | |



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 3.b

Title: Natural Resources Commission Minutes – Information only

Presenter: AJ Reineking

Meeting: Government Services Committee

Date: February 25, 2019

Proposed Cost: \$ n/a

Budgeted Amount: \$

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

A duty of the Natural Resources Commission is to advise and consult with the Government Services Committee. The January 10, 2019 Natural Resources Commission meeting minutes are attached.

Attachments *(please list):*

* Natural Resources Commission Minutes – January 2019 meeting minutes

Recommendation/Suggested Action *(briefly explain):*

For information only.

**MINUTES
CITY OF ST. CHARLES
NATURAL RESOURCES COMMISSION MEETING
RALPH GRATHOFF, CHAIRMAN
JANUARY 10, 2019**

Members Present: Chairman Ralph Grathoff, Isabella Bernat, Kathy Brens, Chloe Fanning, Heather Goudreau, Lee Haggas, Suzi Myers, Loren Nagy, Pam Otto, Caroline Wilfong

Members Absent: None.

Others Present: Chris Adesso, Jeremy Craft, AJ Reineking

Visitors Present: Jillian Leturno, William Koehl

1. Call to Order & Pledge of Allegiance

The meeting was convened by Chair. Grathoff at 7:00 p.m.

2. Introduction of Visitors, Comments and Concerns

High school student Jillian Leturno introduced herself to all present, and expressed her interest in observing the meeting and possibly joining the Natural Resources Commission [NRC] as a student member. Mr. Koehl returned as a guest of the NRC.

3. Minutes Review and Approval

Motion to approve and place into the public record the minutes of the December 13, 2018 Natural Resources Commission meeting. Motion by Comm. Brens, second by Comm. Nagy to approve the minutes. Voice vote: unanimous; nays – none. Motion carried at 7:02 p.m.

4. Old Business

A. Parkway Tree Removal Request

Mr. Craft reported a risk assessment had been completed for the parkway tree at 2905 Pleasant Plains Drive, and concluded the tree is completely healthy and one of the nicest Pear trees in the City. Mr. Craft recommended no removal for this tree. Student Comm. Bernat suggested perhaps the school bus stop could be moved as the tree cannot be relocated. The NRC briefly discussed the issues brought up at the December 2018 NRC meeting, and concluded a “nuisance” is not the basis to remove a healthy tree. Motion to support the City Arborist’s no-removal recommendation with regard to the parkway tree at 2905 Pleasant Plains Drive. Motion by Comm. Myers, second by Comm. Nagy to support the City’s assessment and recommendation. Voice vote: unanimous; nays – none. Motion carried at 7:08 p.m. Mr. Reineking will inform the resident of the NRC’s decision.

5. New Business

A. Potential High School Student Member

Chair. Grathoff noted Ms. Leturno’s impressive resume which was provided to the NRC and City staff. Ms. Leturno explained she heard about the NRC through Facebook, and expressed her interest in caring for the environment and making a positive impact on the community. Motion to nominate Ms. Leturno as a student member of the NRC. Motion by Comm. Duerr, second by Comm. Brens to nominate Ms. Leturno. Voice vote: unanimous; nays – none. Motion carried at 7:11 p.m. Chair. Grathoff welcomed Ms. Leturno to the Commission.

B. Arbor Day 2019

Comm. Duerr provided the new Student Commissioners a brief background of the City's Arbor Day celebration and Tree City USA designation. Comm. Otto reported that she and Comm. Myers met with students from the Science Honors Society at St. Charles East High School to discuss participation in the City's Arbor Day 2019 celebration [and a Langum Woods work day]. Comm. Otto noted in the past the Commission relied on the interests of students and teachers as to the direction of the Arbor Day program, which previously included artwork, music, skits, etc. In the past student presentations were 10 to 15 minutes in length. Student Comm. Bernat reported she had reached out to the high school drama club and to the high school and middle school music teachers regarding participation. Comm. Brens noted students from St. Charles East High School had participated in the History Museum's Grave Reminders event as historical figures of St. Charles; perhaps the same students could participate, in character, at Arbor Day. Comm. Myers noted a number of the science honors students indicated they play a musical instrument; perhaps they could perform one song at the Arbor Day event. The Commissioners offered to work with students to develop an Arbor Day presentation and/or historical enactment. The Student Commissioners will facilitate meeting[s] with more teachers and student groups regarding Arbor Day participation.

C. Fox Valley Sustainability Network

Mr. Adesso reported the City has been invited to become a member of the Fox Valley Sustainability Network [FVSN]. Mr. Adesso requested feedback from the NRC as to membership in FVSN. Comm. Duerr asked if the City is a member of the Fox River Ecosystem Partnership [FREP]; Mr. Adesso explained the City is not, but is a sponsoring partner of the Fox River Study Group. Mr. Adesso asked the Commissioners to consider this information, and make a decision at a later date.

D. River/Path Clean-Ups

Comm. Goudreau suggested coordinating clean-up events for the Fox River and Prairie Path/Great Western Trail as a way to promote the beauty and care of the river and our area. The events would also be a way to increase community involvement and awareness in NRC-related activities. The organization Friends of the Fox River [FFR] is hosting a summit in Wisconsin in March 2019 and promoting a one day clean-up event in September for all communities along the Fox River. Comm. Goudreau suggested the NRC support and promote this event and consider a separate NRC-hosted event such as "Love Your River." Mr. Adesso noted the City's Wellness Committee sponsors an annual employee lunchtime river clean-up activity. Chair. Grathoff asked Comm. Goudreau to follow up with the NRC after the March FFR summit.

E. America in Bloom

Comm. Otto noted St. Charles is the host city for the national America in Bloom [AIB] symposium in October 2019. AIB Committee members requested pumpkin displays similar to harvest displays at a prior AIB event in Lake Geneva. Community gardens may be used to grow the pumpkins. The pumpkins could also be used for Scarecrow Fest and later recycled during the NRC's pumpkin collection.

F. NRC Commissioners

Chair. Grathoff reported Comm. Blaine had informed him of her resignation from the NRC. Chair. Grathoff recognized Comm. Blaine's service and valuable contributions to the Tree Commission and the NRC. Mr. Adesso noted Comm. Hauser had also resigned, leaving two openings on the NRC for voting members. The City received information from a resident expressing interest in the NRC; the resident may attend the February meeting.

Chair. Grathoff reported he had received an inquiry via the Mayor's Office regarding the NRC and proxy voting; he was not sure of the nature of the inquiry and will follow up to obtain additional information. Comm. Duerr asked how other City Commissions handle proxy voting. Mr. Adesso noted the NRC's role is advisory, while some other City Commissions issue certificates of approval, for example; certain City Commissions have decided to use/not use proxy voting. Chair. Grathoff asked the Commissioners to consider how the NRC will handle proxy voting at the next meeting in February.

6. Committee Reports

A. Education Committee

None.

B. Langum Woods Clean-Up Committee

Comm. Otto provided brief background information on Langum Woods for the Student Commissioners, including the historic Oak trees located there. Comm. Otto explained this ecological area is an Oak-Hickory woodland; these are strong but slow growing trees whose growth is negatively impacted by faster growing species, including non-native and invasive species. Oak trees also host over 500 butterfly and moth species, making the trees valuable for local ecology. The focus of clean-up work days at Langum Woods generally involves the removal of non-native and invasive species to allow sunshine to enter encouraging the health and growth of Oak trees and wildflowers. Work days also include trail chipping and cleaning to promote walking on the paths through the woods. A Saturday morning workday in February is preferred to avoid stepping on new growth. Comm. Otto and the Student Commissioners scheduled a work day on Saturday, February 9th from 9:00 a.m. to 12:00 p.m. weather depending; an alternate date of Saturday, February 23rd was also scheduled.

7. Public Services Division Tree Activity Reports December 2018

Motion by Comm. Myers to approve the Public Services Division Tree Activity Reports and place into the public record, second by Comm. Otto. Voice vote: unanimous; nays – none. Motion carried at 8:03 p.m.

8. Additional Items

A. Commissioners

Comm. Wilfong thanked the Student Commissioners for their interest in the NRC, and suggested that a high school student could submit a written entry for Arbor Day and present their entry during the event, possibly as a keynote speaker.

Comm. Duerr inquired as to the resolution of the case involving the resident who removed trees from City property on the St. Charles/Wayne border. As this case was some time ago, City staff did not recall specific information, other than the case was adjudicated and involved reforestation.

Comm. Brens will reach out to theater staff at the high school regarding Arbor Day participation.

B. City Staff

None.

C. Visitors

None.

9. Adjournment

Motion by Comm. Myers to adjourn the meeting, second by Comm. Otto. Voice vote: unanimous; nays – none. Motion carried at 8:09 p.m.



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 3.c

Title:

Phosphorus Removal and Digester Improvements Project
Update – Information only

Presenter:

Tim Wilson

Meeting: Government Services Committee

Date: February 25, 2019

Proposed Cost: n/a

Budgeted Amount: n/a

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Information only report on the Phosphorus Removal and Digester Improvements Project. The intent is to provide the Council Committee an update on the project status.

A member of the Public Works Staff will be available at each of the Government Services Committee meetings to respond to any questions or comments that the Council Committee may have.

Attachments *(please list):*

* Information only project report

Recommendation/Suggested Action *(briefly explain):*

None

Phosphorus Removal and Digester Improvements Project

February 2019

Construction Update Report

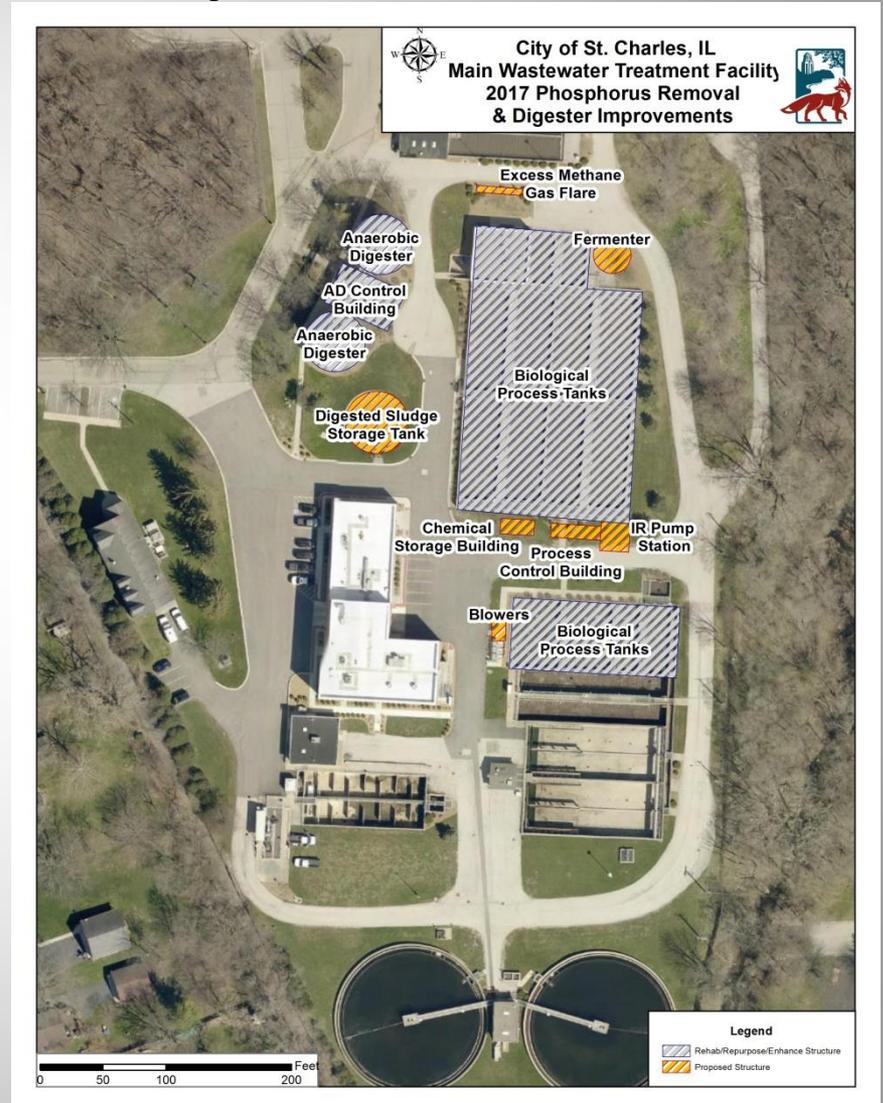
Construction Update

- Construction Contractor: IHC Construction Companies
- Project Schedule:
 - ~~Commence Construction : September 27, 2017~~
 - ~~Chemical Feed System Online : June 1, 2018~~
 - Substantial Completion : May 25, 2019
 - Final Completion : June 24, 2019
 - Pending Time Extension :
- Construction Contract : \$13,294,896.00
- Approved Contract Change Orders : \$ 115,519.13
- Pending Contract Change Order : \$
- Amount Billed to Date : \$11,770,391
- Est. Construction Percent Completed : 80 %

Construction Update

Current Construction Activity

- North Anaerobic Digester
- AD Control Building
- Digested Sludge Tank
- Fermenter
- IR Pump Station
- Chemical Storage Building
- Blowers
- Biological Aeration Tanks



North Anaerobic Digester

Platform Installation & piping



North Anaerobic Digester

- Steel Repairs



North Anaerobic Digester

- Installing outside stairs



Digesters Control Building

- Piping & South Boiler Installing 2" SS Pipe



Digesters Control Building

- Digested Gas Piping to Boilers



Upper Aeration Tanks

- Final air piping being installed



Upper Aeration Tanks

Last Sections of air piping being installed



Sludge Storage Tank



Sludge Storage Tank

- Welding in the plates on cover



IR Pump Station

- Final Painting



Fermenter

- Cover install



Blower Building

- Final Blower Inspections & HVAC Systems Installed



Site Page

- Phosphorus Removal & Digester Improvements Project Page-
 - <https://www.stcharlesil.gov/projects/2017-phosphorus-removal-and-digester-improvements>

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5.a

| | |
|------------|--|
| Title: | Recommendation to approve Street Closures for the Bike MS Event at the Kane County Fairgrounds |
| Presenter: | Chief Keegan |

Meeting: Government Services Committee Date: February 25, 2019

| | | |
|---|---------------------|---|
| Proposed Cost: \$3,445.86 (PD) \$687.92 (PW) \$4,133.78 (TOTAL) | Budgeted Amount: \$ | Not Budgeted: <input checked="" type="checkbox"/> |
|---|---------------------|---|

Executive Summary *(if not budgeted please explain):*

Bike MS is proud to call St. Charles home for the second year in a row. Again this year, the festivities will take place at the Kane County Fairgrounds. Bicycle enthusiasts supporting MS will be camping out at the fairgrounds and participating in two days of cycling.

A partial road closure has been requested by event organizers in order to safely deploy their riders each day. Event organizers are working with the Police Department on this request and a map of these closures is included in this packet. Last year, a road closure was not requested but event officials agree this closure will make for a safer event.

Liquor will be served at the event; however, an application has already been approved under the Kane County Fairgrounds liquor license. An officer is being hired back to monitor this section of the event.

No issues or complaints were expressed from last year's event.

Attachments *(please list):*

* Street closure diagram

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve street closures for Bike MS event.



| | |
|------------------|--|
| Garbage - | |
| Trash Bin - | |
| Basic Restroom - | |
| ADA Restroom - | |
| Shower Stalls - | |
| Tent - | |
| Start/Finish - | |
| Stage - | |
| Ice - | |
| Fenced In - | |
| First Aid - | |
| Sectioned off - | |
| Barricades - | |
| Tent Camping - | |

Tents:

- 1 – Onsite Bike Shop: Lakeshore Bikes (16X16)
- 2 – Kids Zone/Misson (20X20)
- 3 – Stage (10X10)
- 4- Volunteer Check-in (20X20)
- 5 – Project Mobility (Bringing own 10X10)
- 6 – Lottery (bringing own 10X10)
- 7 – Lee and Eddles (20X20)
- 8 – Food Tent (20X40)

Team Village:

- *Stalls – 84
- *Size- 15X15

Notes:

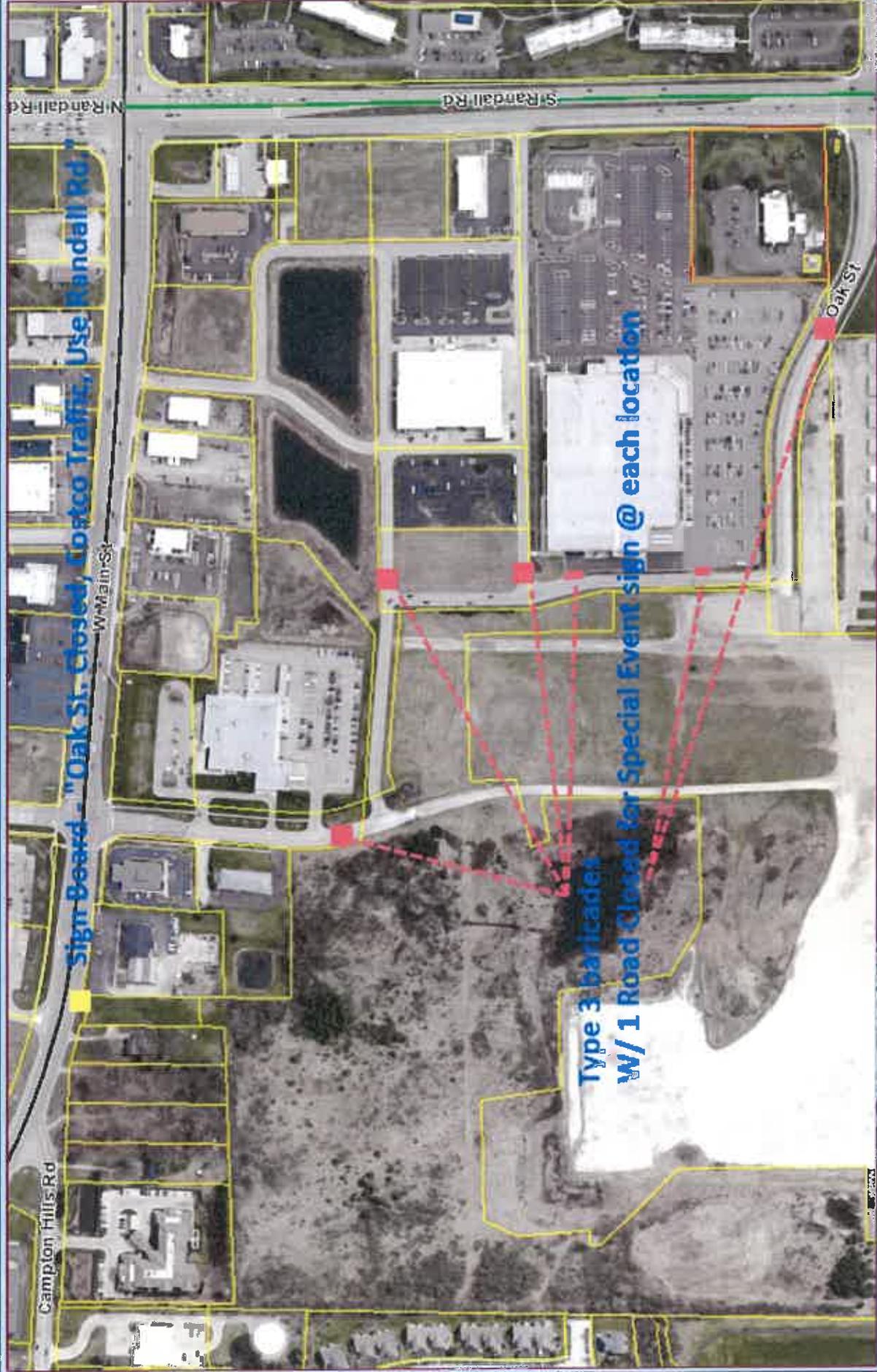
- *Net Control in Brick Building
- * Starbucks located inside with Food and Beverage



City of St. Charles, Illinois
 Two Eve Main Street St Charles, IL 60174-1094
 Phone: 630-372-1100 Fax: 630-372-1150 -www.stcharles.il.gov

Precision GIS

RAYMOND ROGNA Mayor
 MARK KOFFEN City Administrator



Map information is for planning purposes only. It is not intended to be used as a legal document. The City of St. Charles, Illinois, is not responsible for any errors or omissions in this map. The City of St. Charles, Illinois, is not responsible for any damages or losses resulting from the use of this map. The City of St. Charles, Illinois, is not responsible for any actions taken by any person based on the information contained in this map. The City of St. Charles, Illinois, is not responsible for any actions taken by any person based on the information contained in this map.

Map Date: 11/11/2011
 Map Time: 11:11:11 AM
 Map User: Raymond Rogna
 Map Title: Precision GIS
 Map Path: C:\GIS\MapServer\wwwroot\styles\default.html

Scale: 1:10000
 0 40 80 Feet

| 100M - D1 - Tour De Farms (2019 Version) | | | | 100.6 miles |
|--|-----|-------------|--|-------------|
| Leg | Dir | Type | Notes | Total |
| | ↑ | Generic | Start - Kane County Fairgrounds | 0.0 |
| 0.0 | ↑ | Straight | Continue on Oak Street | 0.0 |
| 0.2 | ← | Slight Left | Slight Left on Oak Street | 0.2 |
| 0.2 | ↑ | Straight | Continue Straight - Police Support | 0.5 |
| 0.1 | ← | Left | Left onto Woodward Drive | 0.6 |
| 0.7 | ← | Left | Left onto Peck Road | 1.3 |
| 0.5 | → | Right | Right onto Campton Hills Road | 1.7 |
| 2.3 | ← | Left | Left onto La Fox Road | 4.0 |
| 0.6 | ↑ | Straight | Continue Straight through light - Police Support/MSC | 4.7 |
| 1.4 | ↑ | Danger | Railroad Crossing | 6.1 |
| 0.3 | → | Right | Right onto Keslinger Road | 6.4 |
| 1.7 | ↑ | Food | Rest Stop ahead in 1 Mile | 8.1 |
| 0.4 | ← | Left | Left onto Blackberry Creek Drive - MSC/POLICE SUPPORT | 8.5 |
| 0.3 | → | Right | Right onto Pattee Ave | 8.8 |
| 0.3 | ← | Left | Left onto Anderson Road | 9.0 |
| 0.0 | ↑ | Food | Rest Stop - Kaneland Blackberry Creek Elementary School | 9.1 |
| 0.1 | ↑ | Straight | Continue Straight on Anderson Road | 9.2 |
| 0.1 | ← | Left | Right onto Patriot Parkway | 9.2 |
| 0.3 | → | Right | Right onto Liberty Drive | 9.5 |
| 0.3 | → | Right | Right onto Keslinger Road - MSC Support / Police Support | 9.8 |
| 0.3 | ← | Left | Turn Left onto Anderson Road - Police Support | 10.1 |
| 1.6 | ↑ | Straight | Continue Straight - Police Support | 11.7 |
| 0.1 | ↑ | Danger | Be Aware - Rough Road | 11.8 |
| 0.8 | ← | Left | Turn Left onto Beith Road - MSC Support | 12.7 |
| 1.1 | ↑ | Straight | Continue Straight - MSC Support | 13.8 |
| 4.3 | ↑ | Straight | Beith Road Turns into Thatcher Road - Continue Straight | 18.1 |
| 2.4 | ↑ | Food | Rest Stop ahead in 1 Mile | 20.5 |

| Leg | Dir | Type | Notes | Total |
|-----|-----|----------|--|-------|
| 0.2 | ↑ | Straight | Thatcher Road turns North Broadway Street - Continue Straight | 20.7 |
| 0.4 | ↑ | Straight | North Broadway Street turns into North Liberty Street - Continue Straight | 21.1 |
| 0.1 | ↑ | Danger | Railroad Crossing | 21.2 |
| 0.0 | → | Right | Right onto Main Street | 21.2 |
| 0.1 | ← | Left | Left onto Green Street | 21.3 |
| 0.1 | ↑ | Straight | Green Street turns into South Street - Continue Straight | 21.4 |
| 0.1 | → | Right | South St turns right and becomes Mulberry St | 21.5 |
| 0.0 | ↑ | Food | Rest Stop: Orange -Maple Park Public Library | 21.5 |
| 0.0 | ← | Left | Turn Left onto Willow Street | 21.5 |
| 0.1 | → | Right | Turn right onto W County Line Rd - Sycamore Street | 21.6 |
| 0.1 | ↑ | Danger | Railroad Crossing | 21.8 |
| 0.1 | ← | Left | Left onto Maple Park Road | 21.9 |
| 1.0 | → | Right | Right onto Pritchard Road | 22.9 |
| 0.3 | ← | Left | Left onto Maple Park Road | 23.2 |
| 1.2 | → | Right | Right onto Airport Road | 24.4 |
| 2.5 | ← | Left | Left onto Barber Greene Road | 26.9 |
| 2.0 | ← | Left | Turn left onto North Loves Road | 28.9 |
| 1.5 | ↑ | Food | Rest Stop Ahead in 1 Mile | 30.4 |
| 0.3 | ← | Left | Turn left onto West Pine Ave | 30.8 |
| 0.3 | → | Right | Turn Right onto North Spruce Street | 31.0 |
| 0.1 | ↑ | Straight | North Spruce Street Turns into West North Ave - Continue Straight | 31.1 |
| 0.2 | ↑ | Straight | Continue Straight through West North Avenue - MSC Support / Police Support | 31.4 |
| 0.2 | → | Right | Right onto South Llanos Street | 31.5 |
| 0.1 | ↑ | Danger | Railroad Crossing | 31.6 |
| 0.1 | ↑ | Food | Rest Stop: Yellow -Cortland Community Park | 31.7 |
| 0.0 | → | Right | Turn right onto East Maple Ave | 31.7 |
| 0.2 | ← | Left | Turn Left onto South Somonauk Road - MSC Support/Police Support | 31.9 |
| 0.4 | ↑ | Straight | Continue Straight - Police Support | 32.3 |
| 2.4 | ← | Left | Left onto Keslinger Road | 34.7 |

| Leg | Dir | Type | Notes | Total |
|-----|-----|----------|---|-------|
| 2.5 | → | Right | Right onto Hinckley Road | 37.2 |
| 3.2 | ↑ | Food | Rest Stop 1 Mile Ahead | 40.5 |
| 0.8 | → | Right | Right onto McGirr Road | 41.2 |
| 0.4 | ↑ | Food | Rest Stop: Bountiful Blessings Farm Produce | 41.6 |
| 3.4 | ← | Left | Left onto Howison Road | 45.0 |
| 1.0 | → | Right | Right onto Miller Road | 46.1 |
| 2.0 | ← | Left | Left onto Highway 23 - MSC Support | 48.1 |
| 2.2 | ↑ | Food | Rest Stop 1 Mile Ahead | 50.2 |
| 0.2 | → | Right | Right onto East Garfield Street | 50.4 |
| 0.7 | → | Right | Right onto East Garfield Street | 51.1 |
| 0.2 | ← | Left | Left onto North Maples Street | 51.3 |
| 0.1 | ↑ | Food | Rest Stop: Indian Creek Middle School | 51.3 |
| 0.0 | ↑ | Straight | Continue Straight onto East Grant Street | 51.4 |
| 0.1 | ← | Left | North Elms Street | 51.5 |
| 0.1 | ↑ | Danger | Railroad Crossing | 51.6 |
| 0.5 | ↑ | Straight | South Elm Street Turns into Waterman Road - Continue Straight | 52.1 |
| 2.0 | ← | Left | Left onto Shabbona Grove Road | 54.1 |
| 1.3 | → | Right | Right onto Highway 23 | 55.4 |
| 2.1 | ← | Left | Left onto Chicago Road - Dekalb County Police | 57.4 |
| 5.3 | → | Right | Right onto Somonauk Road | 62.8 |
| 2.9 | ← | Left | Left on Pratt Road | 65.7 |
| 2.4 | ← | Left | Left onto East Sandwich Road | 68.1 |
| 3.2 | → | Right | Right onto Chicago Road | 71.3 |
| 0.5 | ↑ | Straight | Chicago Road turns into Galena Road - Continue Straight | 71.8 |
| 1.7 | ← | Left | Left onto Granart Road | 73.5 |
| 2.6 | ← | Left | Left onto Rhodes Ave | 76.1 |
| 0.3 | ↑ | Food | Rest Stop 1 Mile Ahead | 76.4 |
| 0.8 | ← | Left | Left onto 4th Street | 77.2 |
| 0.1 | → | Right | Right onto Lincoln Avenue | 77.3 |
| 0.1 | → | Right | Right onto 3rd Street | 77.4 |
| 0.0 | ↑ | Food | Rest Stop on Right - English Congregational United | 77.4 |
| 0.0 | ← | Left | Left onto Rhodes Avenue | 77.4 |

| Leg | Dir | Type | Notes | Total |
|-----|-----|-----------------|---|-------|
| 0.1 | ↑ | Food | Railroad Crossing | 77.5 |
| 0.1 | ← | Left | Left turn onto Galena Street - MSC/Police Support | 77.6 |
| 0.1 | → | Right | Turn Right onto Lincoln Ave | 77.7 |
| 0.1 | ↑ | Straight | Lincoln Ave Turns into Oak Street - Continue Straight | 77.8 |
| 0.2 | → | Right | Turn Right onto Davis Road | 77.9 |
| 1.7 | ← | Left | Turn Left onto Scott Road - MSC Supprt | 79.7 |
| 0.4 | → | Right | Right onto Swan Road | 80.1 |
| 2.7 | → | Right | Right onto Main Street | 82.9 |
| 5.3 | ↑ | Food | Rest Stop ahead in 1 Mile | 88.1 |
| 1.1 | ↑ | Straight | Continue Straight on Main Street | 89.2 |
| 2.2 | ← | Left | Left onto Bunker Road | 91.4 |
| 1.2 | ↑ | Straight | Straight through. | 92.7 |
| 1.4 | → | Right | Right onto Keslinger Road | 94.0 |
| 0.3 | ← | Left | Left turn onto La Fox | 94.3 |
| 0.3 | ↑ | Danger | Railroad Crossing | 94.6 |
| 1.4 | ↑ | Straight | Continue Straight through light - Police Support/MSC | 96.0 |
| 0.6 | → | Right | Right onto Campton Hills Drive | 96.6 |
| 2.3 | ← | Left | Left onto Peck Road | 98.9 |
| 0.4 | → | Right | Right onto Woodward Drive | 99.4 |
| 0.7 | → | Right | Right onto Oak Street | 100.1 |
| 0.1 | ↑ | Straight | Continue Straight - Police Support | 100.2 |
| 0.3 | → | Slight Right | Slight Right on Oak Street | 100.4 |
| 0.2 | ↑ | Straight | Continue on Oak Street | 100.6 |
| 0.0 | ↑ | Generic | Finish - Kane County Fairgrounds | 100.6 |

Ride With GPS · <https://ridewithgps.com>



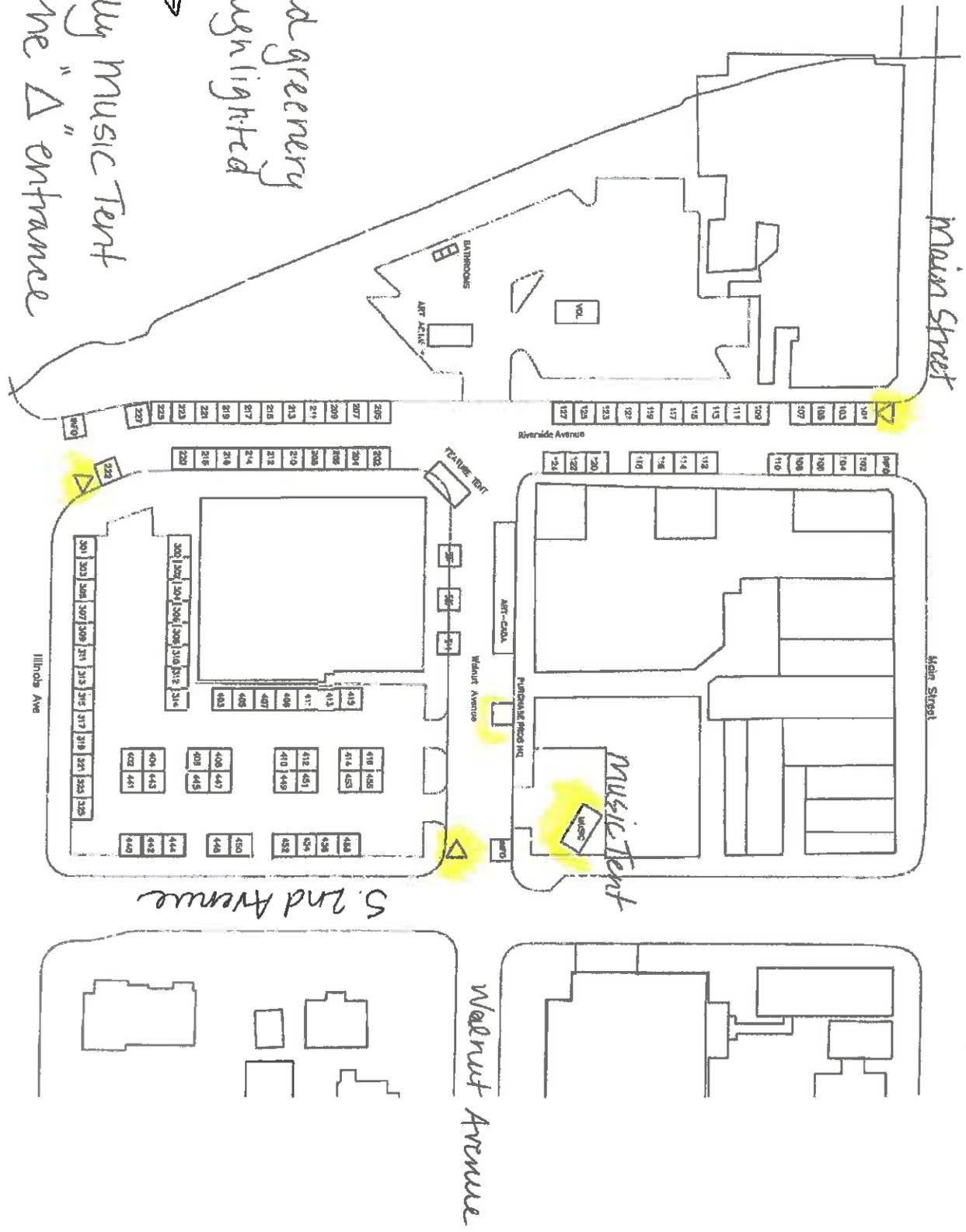
Data Source:
City of St. Charles, Illinois
Kane County, Illinois
DuPage County, Illinois
Projection: Transverse Mercator
Coordinate System: Illinois State Plane East
North American Datum 1983
Printed on: January 21, 2019 01:04 PM



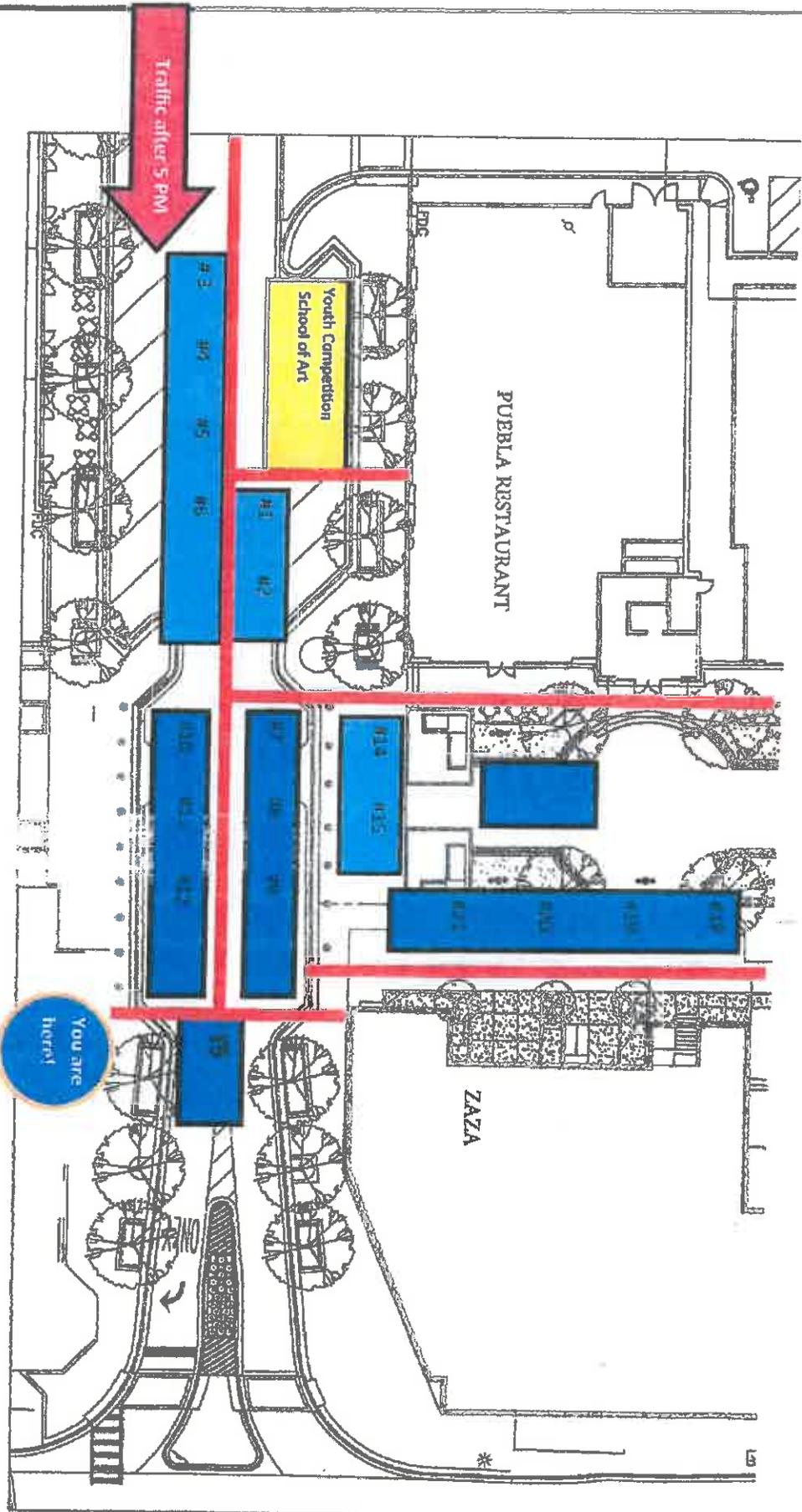
0 167 333 Feet

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Powered by Precision GIS

~~2010~~ Anniversary St. Charles Fine Art Show - 2010



- * Flowers and greenery at all highlighted areas →
- * Especially Music Tent and at the "Δ" entrance banners





AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: *5.c

| | |
|------------|---|
| Title: | Recommendation to Approve use of City Plazas/Property and Amplification License for the STC Live and Jazz Weekend |
| Presenter: | Chief Keegan |

Meeting: Government Services Committee Date: February 25, 2019

| | | |
|--------------------|---------------------|--|
| Proposed Cost: N/A | Budgeted Amount: \$ | Not Budgeted: <input type="checkbox"/> |
|--------------------|---------------------|--|

Executive Summary *(if not budgeted please explain):*

STC Live will be held in various locations throughout downtown St. Charles on Wednesday and Friday evenings between the hours of 5 p.m. and 10 p.m. from Memorial Day weekend through mid-September of 2019. This is the sixth year for this event and no issues have been reported to date regarding it. The intent of this program is to draw people to downtown and the local businesses and the Downtown St. Charles Partnership oversees and coordinates this program.

STC Live will take place on the First Street Plaza and in front of participating businesses. Some past participating businesses include Blue Goose Market, Kimmer’s Ice Cream, and Dick Pond Athletics. The performers (musicians, jugglers, magicians etc.) set up on the sidewalk outside of the business, not requiring any of the parking spaces to be closed.

Electricity is used on the First Street Plaza, as it has been in the past.

Attachments *(please list):*

None

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve use of City Property/Plazas and amplification license for STC Live & Jazz Weekend.



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 5.d

| | |
|------------|--|
| Title: | Recommendation to Approve a Resolution for the Contract and Lease Agreement with A.I.D. (Association for Individual Development) |
| Presenter: | Chief Keegan |

Meeting: Government Services Committee

Date: February 25, 2019

Proposed Cost: \$30,000.00

Budgeted Amount: \$30,000.00

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

After an extremely successful first two years, the Police Department would like to continue to work with A.I.D. (Association for Individual Development) to provide a social worker in the day-to-day operations and have office hours within the police operations; 20-hours per week. This will continue to develop strong relationships within the community and enhance rapport with officers and staff alike to enhance overall operational effectiveness.

A.I.D. offers a multitude of programs and support. The program the Police Department partners with A.I.D. in is the Victims Services Program; in addition to having a counselor housed at the Department 20 hours per week. A one-year contract is what the Police Department is proposing with the contract dates effective May 1, 2019 through April 30, 2020.

The City budgets for this expense through the police department's annual operating budget. This contract also includes the 24/7 on-call services AID offers and the availability of other City departments to use the services for residents in need.

Attachments *(please list):*

* Resolution * Contract for Lease * Contract for Services

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve a resolution for the contract and lease agreement with A.I.D. (Association for Individual Development) for one year.

**Victims Services
Contract for Program Operation
By and Between the City of St Charles Police Department and the
Association for Individual Development (A.I.D.)**

.01 Statement of Purpose:

A.I.D.'s Victims Services Program employees will respond to victim's psychological and emotional needs. This is achieved through crisis intervention, counseling, advocacy, education, information, and referral for victims of fire related events or incidents responded to by the City of St Charles' Police Department. In addition to these primary responsibilities, the program provides assistance to police personnel following traumatic incidents by providing critical incident stress debriefings when requested. The overall mission is to positively impact the quality of life for the citizens of St. Charles by assisting victims/survivors, families/neighborhoods and City employees.

.02 Organization and Staffing:

The program evaluation will be done quarterly to ensure it is organized in such a way that it meets the changing needs of the St Charles community. This evaluation may result in changes, over time, to redistribute resources to optimally address contemporary issues and conditions. A.I.D. shall give St Charles reasonable notice prior to major redistribution of resources or termination of the program. Provided, however, the program shall not be terminated prior to the conclusion of the services period, April 30, 2020.

The Association for Individual Development (A.I.D.) will be in charge of, and responsible for, all staff. It is also the responsibility of A.I.D. to ensure the program is staffed to adequately handle the needs in the St. Charles community. In addition, AID will provide an "on-site" Victims Services Case Manager for 15-20 hours per week. This Case Manager will optimally be the same individual and will be allowed to use the office space outside of the scheduled hours.

.03 Utilization and Deployment:

A.I.D.'s Victims Services Program will respond to requests for assistance from SCPD. There shall be no limit to the number of requests. Types of assistance shall include, but are not limited to: on-scene crisis stabilization counseling, case management, follow-up services, linkage and referral to community resources, and critical incident mental health response. In addition, the division provides training and presentations to volunteers, police personnel and other internal and external organizations as requested.

.04 Goals and Objectives:

Program goals and performance measures are the responsibility of A.I.D. and are tallied on a quarterly basis. Periodic reports indicating progress are available by contacting the Program Director and will be made to the City of St Charles Police Department as required. A.I.D. program representatives will meet at least annually, upon request, with Police staff in order to discuss and evaluate the program.

.05 Indemnification:

To the fullest extent permitted by law, A.I.D shall indemnify, defend and hold St. Charles, its employees and agents, harmless from and against all demands, claims, suits, liabilities and costs including reasonable attorney's fees and litigation costs caused by or arising out of the negligent acts, errors or omissions, or willful misconduct of A.I.D., its employees, agents or subcontractors except to the extent, if any, that any such Claims results from the negligent acts, errors or omissions, or willful misconduct of St. Charles, its employees or agents.

.06 Insurance and Limitation of Liability.

A.I.D. shall maintain insurance coverage as set forth below:

Worker's Compensation - Statutory
Employer's Liability - \$1,000,000 per person/\$1,000,000 per disease/\$1,000,000 aggregate
General Liability - \$1,000,000 per Occurrence/\$2,000,000 Aggregate
Automotive Liability - \$1,000,000
Professional Liability - \$1,000,000
Umbrella-\$2,000,000 excess of Employer's Liability, General Liability, Auto Liability and Professional Liability

Upon request, A.I.D. shall furnish copies of insurance certificates showing insurance coverage on its behalf in the amounts as set forth above, and further, showing that St. Charles is an additional insured on said policies. Said insurance coverage shall remain in full force and effect during the term of this Agreement.

In consideration for the services to be provided, the City of St. Charles Police Department shall pay the Association for Individual Development the sum of \$30,000.00-\$15,000 to be invoiced in May 2019, the remainder in October 2019. Services shall begin May 1, 2019 and conclude on April 30, 2020.

Approval: _____ Date: _____
Executive Director, Association for Individual Development

Approval: _____ Date: _____
City Administrator, City of St Charles

LICENSE AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, 2019, by and between the City of St. Charles, Kane and DuPage Counties, Illinois, an Illinois municipal corporation (the “Licensor” or “City”), AND THE Association for Individual Development (A.I.D.), an Illinois not-for-profit corporation (the “Licensee”);

WITNESSETH

WHEREAS, the Licensor is the owner of the St. Charles Police Station located at 211 North Riverside, St. Charles, Illinois (the “Property”); and,

WHEREAS, THERE IS CERTAIN VACANT OFFICE SPACE LOCATED ON THE Property that the Licensor does not currently utilize, as more specifically described on Exhibit “A” attached hereto and incorporated herein as (“Office Space”), as well as certain office equipment that the City does not currently utilize, as listed on Exhibit “B” attached hereto and incorporated herein (“Equipment”); and,

WHEREAS, the Licensee was organized for the purpose of responding to the psychological and emotional needs of those in need. This is achieved through crisis intervention, counseling, advocacy, education, information, and referral for victims of fire related events or incidents responded to by the City of St Charles’ Police Department.

WHEREAS, Licensee requires office space and equipment in order to conduct its activities; and,

WHEREAS, Licensor is desirous of granting a license to Licensee, and Licensee is desirous of being granted a license from Licensor, for Licensee to utilize the Office Space and Equipment, pursuant to the terms and conditions contained herein.

NOW THEREFORE, in consideration of the foregoing recitals and of the terms and conditions hereinafter contained, the sum of One Dollar (\$1.00), and other good and valuable considerations, the adequacy and sufficiency of which the parties hereto hereby acknowledge the parties hereto hereby agree as follows:

Section 1. Incorporation of Recitals. The preambles set forth hereinabove are incorporated herein as substantive provisions of this Agreement as if fully set out in this Section 1.

Section 2. Grant. Licensor agrees to grant, and does hereby grant, to Licensee, a license to use the Office Space and Equipment for the term of this Agreement for the purpose of conducting its activities as contemplated by its Articles of Incorporation.

Section 3. Exclusive Grant. The privilege granted herein is exclusive; provided, however, that Licensor reserves the right at any time to enter upon the Office Space.

Section 4. Liens. Licensee, its officers, agents, contractors, volunteers and/or employees, shall not suffer to permit any mechanic's lien, judgment lien or other lien of any nature whatsoever to attach or be against the Property, the Office Space, or the Equipment of any portion thereof. Should any such lien be filed, the Licensor shall have the right to contest same.

Section 5. Condition and Upkeep. Licensee has examined and knows the condition of the Office Space and Equipment and has received the same in good order and repair, and acknowledges that no representations as to the condition and repair thereof have been made by Licensor prior to all the execution of this Agreement that are not herein expressed; Licensee will keep the Office Space and Equipment in good repair, normal wear and tear excepted; and upon the termination of this Agreement, in any way, will yield up the Office Space and Equipment to Licensor, in good condition and repair, ordinary wear excepted and will deliver the keys therefor at the Property.

Licensee will not allow the Office Space or Equipment to be used for any purpose that will increase the rate of insurance thereon, nor for any purpose other than that hereinbefore specified, and will not permit the Office Space or Equipment for any unlawful purpose, or for any purpose that will increase the fire hazard of the Property. The Licensee will not permit any alteration of the Office Space except by written consent of the Licensor; all alterations to the Office Space shall remain for the benefit of the Licensor unless otherwise provided in said consent.

Section 6. Access. Licensee, its officers, contractors, agents, volunteers and/or employees, shall at all times have the right of access to the Office Space and such other areas of the Property as are necessary to access the Office Space. The Licensee, its officers, contractors, agents, volunteers and/or employees shall also have access to other areas of the Property as follows: (a) conference and meeting rooms shall be available during normal business hours provided that said rooms are not in sue by, or needed by, the City, and (b) use of conference and meeting rooms during non-business hours shall be available on the same basis as the City makes such rooms available to other non-City users, by scheduling in advance and pursuant to the City's policy.

Section 7. Assignment. Licensee shall not assign or otherwise transfer its right in whole or in part under this Agreement without the express written consent of Licensor.

Section 8. Insurance. Licensee shall procure and maintain at its sole and exclusive expense, comprehensive personal injury, workman's compensation and property damage insurance in such amounts as Licensee deems necessary and Licensor deems satisfactory to adequately cover all operation under the exercise of the privileges herein granted. Evidence of insurance shall be provided by Licensee to Licensor.

Section 9. Hold Harmless and Indemnification. Licensee hereby indemnifies, releases and holds Licensor harmless, and agrees to defend Licensor from any and all liability, causes of action, suits, damages or demands of whatever nature arising out of the conduct of Licensee, its officers, contractors, agents, volunteers and/or employees under the exercise of the privileges herein granted. This indemnity is intended as a full and complete general indemnity and shall

include Licensee's responsibility for any attorney's fees incurred by Licensor in defense of any claims or actions brought by third parties against Licensor as a result of the privileges granted to Licensee herein.

Licensor hereby indemnifies releases and holds licensee harmless, and agrees to defend Licensee from any and all liability, causes of action, suits damages or demands of whatever nature arising out of the conduct of Licensor, its officers, agents and/or employees regarding the License Area. This indemnity is intended as a full and complete general indemnity and shall include Licensor's responsibility for any attorney's fees incurred by Licensee in defense of any claims or actions brought by third parties against Licensee as a result of the privileges granted to Licensor herein.

Section 10. Financial Responsibility/No Third-Party Beneficiaries. Licensor shall have no financial responsibility or obligation to Licensee or any third party as a result of Licensor's granting the privileges described herein to Licensee. This Agreement creates no rights, title or interest in any person or entity whatsoever (whether under a third party beneficiary theory or otherwise) other than the Licensee and the Licensor.

Section 11. No Lease or Easement. Licensee expressly acknowledges that nothing herein is intended to create a corporal or possessory interest of Licensee and, accordingly, this Agreement shall not be construed as a lease, easement or any other interest running with the land. Neither this Agreement nor any summary or memorandum thereof shall be recorded with any public authority.

Section 12. Relationship of the Parties. Under no circumstances shall this Agreement be construed to create a relationship of agency, partnership, joint venture, or employment between the Licensor and the Licensee.

Section 13. Term. Unless otherwise terminated pursuant to Section 14, this Agreement shall remain in effect until the Victim's Services Contract between A.I.D. and the City of St. Charles expires or upon mutual agreement of the parties hereto.

Section 14. Termination. If the Licensee breaches any of the provisions of this Agreement, or abandons or vacates the Office Space, the Licensor may declare this Agreement terminated upon thirty (30) days written notice to the Licensee. In addition, the Licensor may, for any reason and in its sole discretion, declare this Agreement terminated upon one hundred twenty (120) days written notice to the Licensee.

Section 15. Damage and Destruction. Licensor and its officers, contractors, agents and/or employees shall not be liable or responsible to Licensee for any loss or damage to any property or person occasioned by theft, fire, act of God, public enemy, injunction, riot, strike, insurrection, war, or court order, or for any damage or inconvenience which may arise from this Agreement.

Licensor and its officers, contractors, agents and/or employees shall not be liable for any damage occasioned by failure to keep the Office Space or Equipment in good repair, nor for any

damage done or occasioned by or from plumbing, electricity, gas, water, sprinkler, steam or other pipes or sewerage of the bursting, leaking or running of any pipes, tank or plumbing fixtures, in, above, upon or about Property or Office Space nor for any damage occasioned by water, snow or ice being upon or coming through the roof, windows or otherwise.

Section 16. Miscellaneous. This Agreement sets forth the entire understanding of the parties, and may only be amended, modified or terminated by a written instrument signed by the parties unless herein otherwise provided. Either party's waiver of any breach of failure to enforce any of the terms or conditions of the Agreement, at any time, shall not in any way affect, limit or waive that party's right thereafter to enforce or compel strict compliance with every term and condition hereof.

Section 17. Effective Date. This Agreement shall become effective upon execution by both parties hereto.

Section 18. Governing Law. This Agreement shall be interpreted and construed in accordance with the laws of the State of Illinois.

Section 19. Notices. All notices hereunder shall be in writing and must be served either personally or by registered or certified mail to:

A. Licensor at:

Association for Individual Development (A.I.D.)
309 New Indian Trail Court
Aurora, IL 60506
Attn: President

B. Licensee at:

City of St. Charles
2 E. Main Street
St. Charles, Illinois 60174
Attn: City Administrator

C. To such other person or place with either party hereto by its written notice shall designate for notice to it from the other party hereto.

Section 20. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed to be and shall constitute one and the same instrument.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the date first written.

CITY OF ST. CHARLES

By: _____
Mayor

ATTEST:

City Clerk

Association for Individual Development (A.I.D.)

By: _____

ATTEST:

License Agreement – Association for Individual Development

Exhibit B – Computer/Phone Equipment

The following equipment is assigned to the office and available for use by A.I.D.

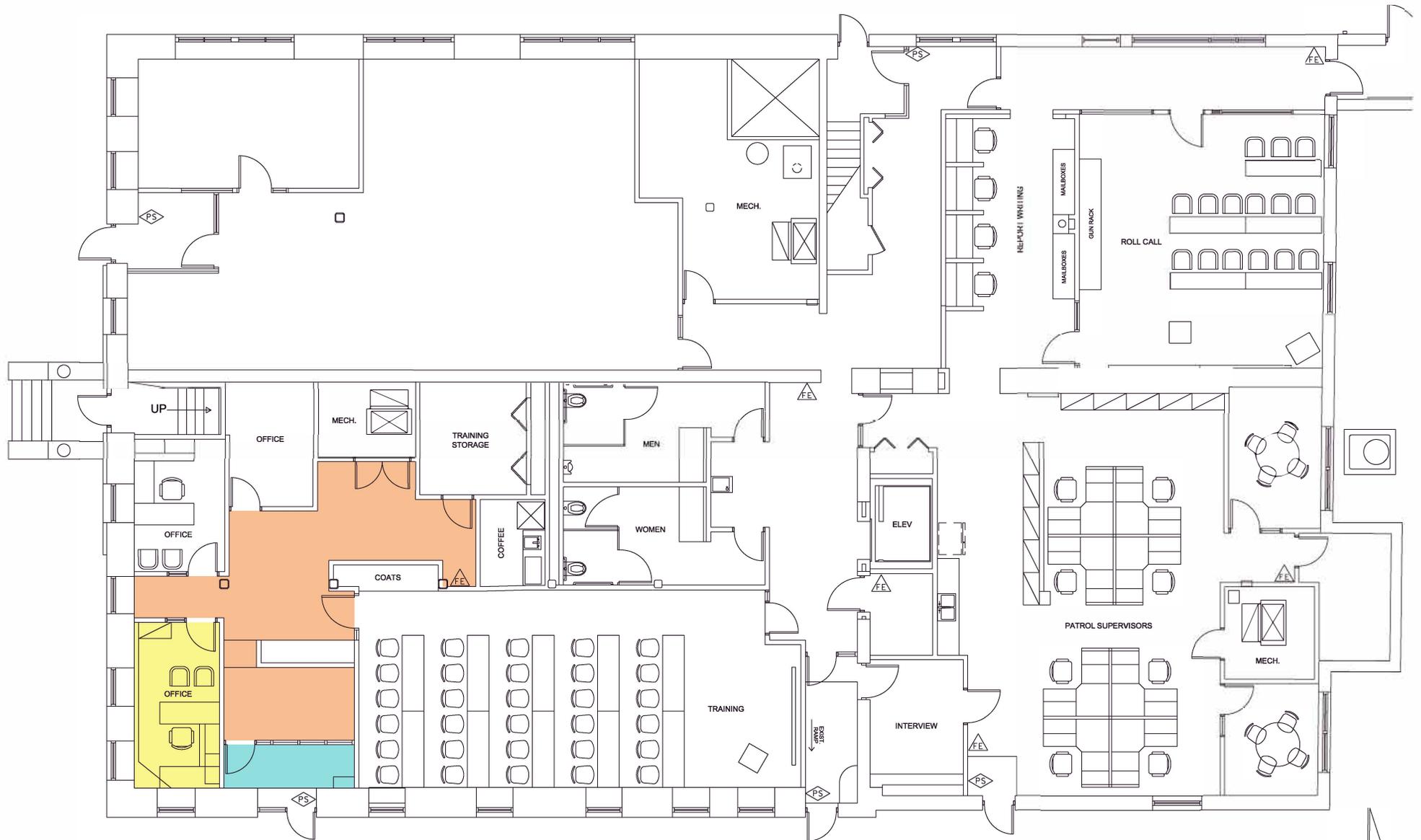
Computer: Hewlett Packard PC DVD+-RW Z400

Phone: Cisco CP-7965G

The following is available for use in the common area

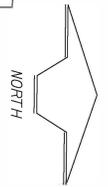
Printer/Copier/Fax: Canon Image Runner 17301F (Network Use)

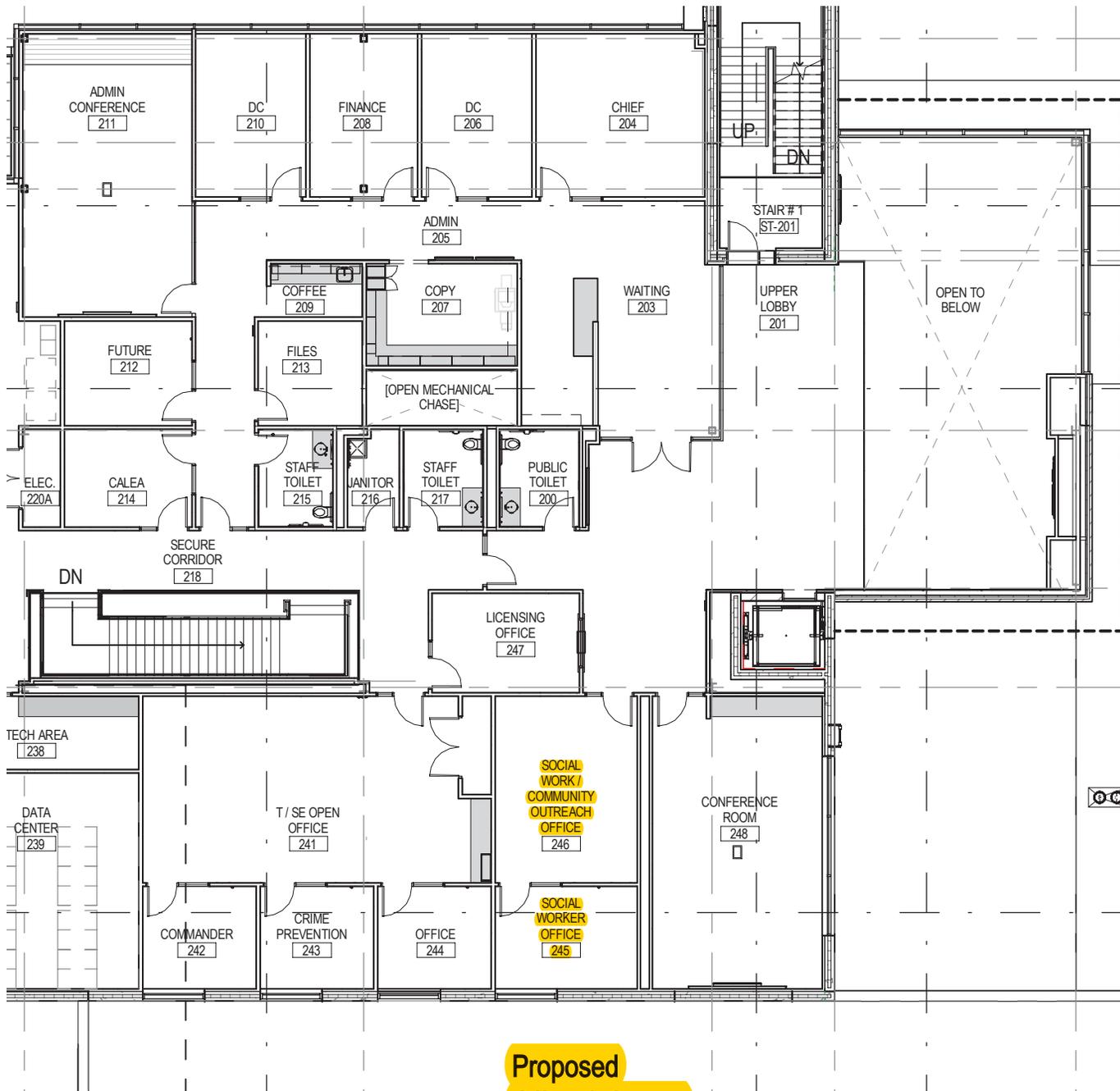
LICENSE AGREEMENT – ASSOCIATION FOR INDIVIDUAL DEVELOPMENT
 EXHIBIT A – OFFICE SPACE



LEGEND

- OFFICE
- COMMON AREA
- FOYER & WAITING ROOM





Proposed
Office & Space
1515 W. Main St. -
New Police Dept.



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 5.e

Title:

Recommendation to Approve the Purchase and Project Implementation of Storage System Solutions for the New Police Department Facility

Presenters:

Erik Mahan, Deputy Chief – Police Administration

Meeting: Government Services Committee

Date: February 25, 2019

Proposed Cost: \$312,240

Budgeted Amount: \$281,000

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Staff is seeking approval to purchase high density evidence storage systems, weapons storage systems, equipment lockers, and personnel locker systems for installation and use in the new police department facility.

In working with FGM Architects a study of our storage needs was completed and adopted in to the design of the new facility.

A proposal was obtained from Bradford Systems Corporation. Pricing for these storage solutions has been competitively bid and publicly awarded through National IPA, Contract #P15-150-DT. The purchase and construction/installation costs of these storage solutions were included in the conceptual budget of the new police facility which had been compiled by FGM Architects at the onset of this project. We have been advised by FGM that they are seeing a 12-15% increase in lockers, furniture, and other metal goods due to tariffs.

The project bid includes the following:

- Evidence Storage – High Density Mobile System
- Evidence Intake – Pass-thru evidence locker system
- Rifle Storage – Secure long gun storage cabinets
- Patrol Duty Bag Lockers
- SWAT Storage
- Detention Lockers
- Community Restitution Lockers
- Semi Secure Corridor Lockers
- Men’s and Women’s Locker Room Lockers

The total project bid is: \$312,240

Attachments *(please list):*

- * Proposal from Bradford Systems Corporation, Bensenville, Illinois
- * BSC Plan View- New Facility

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve the purchase and project implementation of storage system solutions for the new Police Department facility with Bradford Systems Corporation in the amount of \$312,240.



St. Charles Police Department New Facility

Prepared for:
Deputy Chief Erik Mahan

Saint Charles Police Department
1515 West Main Street
Saint Charles, IL 60174

Submitted by:
Dave Bradford
847.344.8989
dave@bradfordsystems.com

December 4, 2018
BSC Project #23315

Bradford Systems Corporation is a qualified National IPA Contract provider and is proposing the following Spacesaver equipment and related services through:
Contract # P15-150-DT

Corporate

430 Country Club Drive
Bensenville, IL 60106

630-350-3453 office
630-350-3454 facsimile
800-696-3453 toll-free

Merchandise Mart

222 Merchandise Mart Plaza
Suite 11-117
Chicago, Illinois 60654

312-467-1727 office
312-467-1447 facsimile

Missouri & So. Illinois

1735 Larkin Williams Rd.
Fenton, Missouri 63026

636-343-1515 office
636-343-3588 facsimile
800-696-3453 toll-free

Central Illinois

125 Thunderbird Lane
Suite 211
East Peoria, Illinois 61611

309-698-0490 office
309-698-0491 facsimile

Indiana

3815 River Crossing Parkway
Suite 100
Indianapolis, Indiana 46240

317-895-0670 office
317-895-0672 facsimile
800-862-5036 toll-free

December 4, 2018

Deputy Chief Erik Mahan
Saint Charles Police Department
1515 West Main Street
Saint Charles, IL 60174

Dear Deputy Chief Mahan:

On behalf of Bradford Systems Corporation, I would like to thank you for the opportunity to present this proposal. The following solution has been designed and tailored to meet your storage needs.

We value the opportunity to present our unique capabilities, and look forward to showing you why thousands of clients over the last 50 years have chosen Bradford Systems Corporation to help them solve their most challenging storage dilemmas.

If you have any questions regarding this proposal or if we can make any changes to better accommodate your needs or requirements, please call me at 847.344.8989.

Again, thank you for your consideration.

Sincerely,



Dave Bradford
Storage Planner

Bradford Systems Corporation
430 Country Club Drive
Bensenville, IL 60106
(m) 847.344.8989
dave@bradfordsystems.com

St. Charles Police Department
New Facility
Project #23315

Community Restitution Vestibule—Lockers:

- 4 Three-tier lockers with Digi locks and sloped top, 12” W x 12” D x 72” H
 - Each locker includes:
 - 4” H base
 - Number tags installed on all front doors

Community Restitution Vestibule—Total—Material, Delivered & Installed \$5,210.00

Detention 152—Lockers:

- 3 Two-tier lockers with keyed locks and sloped top, 18” W x 24” D x 72” H
 - Each locker includes:
 - 4” H base
 - Number tags installed on all front doors

Detention 152—Total—Material, Delivered & Installed \$4,000.00

Rifle Storage 167—Long Gun Storage Cabinets:

- 3 Long gun storage cabinets with keyed locks, 34” W x 12” D x 86-1/16” H
- Each cabinet includes:
 - 10 Compartments for long gun storage

Rifle Storage 167—Total—Material, Delivered & Installed \$15,010.00

Secure Corridor 168—Duty-Bag Lockers:

- 20 Three-tier lockers with combination locks and sloped top, 24” W x 30” D x 84” H
 - Each locker includes:
 - 4” H base
 - Number tags installed on all front doors

Secure Corridor 168—Total—Material, Delivered & Installed \$38,730.00

Evidence Storage Solution 173—High Density Mobile System:

Spacesaver Mechanical Assist High-Density Mobile System:

- 1 Mobile carriages with center flange guidance, 27” D x 15’ L
- 1 Mobile carriages with center flange guidance, 48” D x 15’ L
- 2 Carriage midsections 24” x 60” to lengthen existing carriage to 15’
- 2 Carriage midsections 36” x 60” to lengthen existing carriage to 15’
- Carriages have synchronized driven wheels in order to transmit power to both sides of the carriage for positive tracking even with unbalanced loads
- 1 Stationary platform 30” D x 15’ L

St. Charles Police Department
New Facility
Project #23315

Evidence Storage Solution 173—High Density Mobile System, *continued*:

- 1 Fixed shelving range (to sit directly on the floor), 48-13/16" D x 8' 4-3/4" L
- 2 Fixed shelving ranges (to sit directly on the floor), 48-13/16" D x 16' 7-1/2" L
- 1 L Rail system with 3 rails @ 26' 2-1/2" L
- 1 Low profile floor system with ramp
- 8 Low pressure laminate end panels

New Shelving Components:

- 7 Four-post back to back single-entry shelving sections, 12" D x 36" D x 88-1/4" H
- 5 Four-post back to back single-entry shelving sections, 15" D x 36" D x 88-1/4" H
- 10 Four-post back to back single-entry shelving sections, 24" D x 36" D x 88-1/4" H
- 4 Four-post double-entry shelving sections, 24" D x 36" W x 88-1/4" H
- 6 Four-post double-entry shelving sections, 36" D x 36" W x 88-1/4" H
- 10 Steel back panels

Reusing Existing Shelving Components:

- 3 Four-post back to back single-entry shelving sections, 12" D x 36" D x 88-1/4" H
- 6 Four-post double-entry shelving sections, 24" D x 36" W x 88-1/4" H
- 9 Four-post double-entry shelving sections, 36" D x 36" W x 88-1/4" H

Raptor RAC Shelving Components:

- 5 Wide-span shelving section, 48-13/16" D x 96" W x 96" H
 - Each section includes 3 levels with ribbed decking

Mobile System—Total—Materials, Delivered & Installed \$51,590.00

Evidence Intake 174—E Evidence Lockers:

- (1) Pass-thru evidence locker 05, 36" W x 24" D X 82" H
 - Locker 05 has 1 "C" door, 1 "D" door, 2 "E" doors and 1 "FF" door
 - "C" door and "E" doors have Digi locks
- (1) Pass-thru evidence locker 26, 36" W x 24" D X 82" H
 - Locker 26 has 1 "B" door and 4 "E" doors
- (1) Pass-thru evidence locker 02, 36" W x 24" D X 82" H
 - Locker 02 has 1 half height refrigerator with 6 doors, 3 "E" doors and 1 "E" door with mail slot

Evidence Intake 174—Total—Material, Delivered & Installed \$26,360.00

SWAT Storage 194—Fixed 4-Post Shelving System:

- 2 Fixed shelving ranges (to sit directly on the floor), 24" D x 7' L
 - 4 Four-post single-entry shelving sections, 24" D x 42" D x 76-1/4" H

SWAT Storage 194—Total—Material, Delivered & Installed \$1,880.00

**St. Charles Police Department
New Facility**

Project #23315

Men's Lockers 230—Personnel Lockers:

- 58 Bench drawer lockers with combination locks, 30" W x 37-1/8" D x 84" H
 - Each locker includes:
 - Double doors
 - One shelf with integral garment hanger
 - Modular shelf
 - Double hook
 - Mirror
 - Boot Tray
 - Plug and play receptacle outlet
 - Sloped tops
 - Number tag installed on front door
- 3 Lockers with combination locks, 30" W x 24" D x 84" H
 - Each locker includes:
 - Double doors
 - One shelf with integral garment hanger
 - Modular shelf
 - Double hook
 - Mirror
 - Boot Tray
 - Plug and play receptacle outlet
 - Sloped tops
 - Number tag installed on front door

Men's Lockers 230—Total—Material, Delivered & Installed **\$124,920.00**

Women's Lockers 233—Personnel Lockers:

- 15 Bench drawer lockers with combination locks, 30" W x 37-1/8" D x 84" H
 - Each locker includes:
 - Double doors
 - One shelf with integral garment hanger
 - Modular shelf
 - Double hook
 - Mirror
 - Boot Tray
 - Plug and play receptacle outlet
 - Sloped tops
 - Number tag installed on front door
- 1 Lockers with combination locks, 30" W x 24" D x 84" H
 - Each locker includes:
 - Double doors
 - One shelf with integral garment hanger
 - Modular shelf
 - Double hook
 - Mirror
 - Boot Tray
 - Plug and play receptacle outlet
 - Sloped tops
 - Number tag installed on front door

Women's Lockers 230—Total—Material, Delivered & Installed **\$34,320.00**

St. Charles Police Department
New Facility
Project #23315

Semi Secure Corridor —Duty-Bag Lockers:

- 8 Single-tier laminate lockers with Keyless 360 locks and sloped top, 12” W x 18” D x 76” H

Semi Secure Corridor—Total—Material, Delivered & Installed \$10,220.00

Totals

| | |
|---|---------------------|
| Community Restitution Vestibule Lockers | \$5,210.00 |
| Detention 152 Locker | \$4,000.00 |
| Rifle Storage 167 | \$15,010.00 |
| Secure Corridor 168 | \$38,730.00 |
| Evidence Storage 173—Mobile System | \$51,590.00 |
| Evidence Intake 174—Evidence Lockers | \$26,360.00 |
| SWAT Storage 194 | \$1,880.00 |
| Men’s Locker Room 230 | \$124,920.00 |
| Women’s Locker Room 233 | \$34,320.00 |
| Semi Secure Corridor | <u>\$10,220.00</u> |
| GRAND TOTAL | \$312,240.00 |

St. Charles Police Department
New Facility
Project #23315

1. Purchase orders should be made out to the following:
Bradford Systems Corporation
430 Country Club Drive
Bensenville, IL 60106

2. Purchase orders may be sent via:
 - Email: purchaseorders@bradfordsystems.com
 - USPS: 430 Country Club Drive, Bensenville, IL 60106
 - Facsimile: (630) 350-3454

3. Please send the following in conjunction with your purchase order:
 - Reference BSC project # 23315 on your purchase order
 - Project Information Sheet
 - Signed copy of the proposal and project drawings

St. Charles PD - New Facility
Project Implementation Information
Project #23315

Purchase Order Information:

P.O. #: _____
Approved by: _____

Project Selections:

Laminate End Panels: _____ (WilsonArt Series 60)
Four-Post Shelving: _____ (See 10 Standard Finishes)
Wide-Span Shelving: _____ (See Standard Finishes)
Type of Floor Covering: _____ (Carpet, Carpet tile, VCT)
Hinged Door Locks: Keyed Different Keyed Alike

Delivery Information:

Delivery Address: _____

Delivery Contact Name: _____
Contact Phone Number: _____
Truck or Delivery Time Restrictions: _____
Delivery Dock: Yes No _____
Freight Elevator: Yes No _____

Order Acknowledgement/Billing Information:

Order Acknowledgement Required? Yes No _____
Billing Address: _____

Billing Contact Name: _____
Contact Phone Number: _____
Contact Email Address: _____

Installation Information:

Installation Address: _____

Floor/Room: _____
Requested Installation Date: _____
Move Date: _____
Construction Schedule Available: Yes No _____
Client Provided Dumpster Available: Yes No _____
Are There Security Requirements: Yes No _____
Parking: Permission/Permits: Yes No _____
Certificate of Insurance Required: Yes No _____
General Contractor Name/Phone: Yes No _____

STANDARD TERMS AND CONDITIONS

1. **GENERAL:** These terms and conditions shall apply to sales from Bradford Systems Corporation to Buyer and to any quotation by Bradford Systems Corporation for sales. These terms and conditions shall not be superseded by any terms and conditions in Buyer's order except as otherwise specifically agreed in writing executed by all parties to this agreement. The paragraph headings contained herein are for purposes of reference only and are not to be considered in the interpretation of any clauses contained herein. This agreement may be executed in counterpart and a copy of this agreement shall be as binding as is the original.
2. **ENGINEERING:** The proposal drawings and/or specifications of any quotation are confidential engineering data, and represent Bradford Systems Corporation investment in engineering skill and development, and remain the property of Bradford Systems Corporation. Such are submitted with the understanding that the information will not be disclosed or used in any manner detrimental to Bradford Systems Corporation. All specifications and dimensions of proposal drawings are approximate, and are subject to changes during detailed engineering.
3. **SURVEYS, PERMITS AND REGULATIONS:** Buyer shall procure and pay for all permits and/or inspections required by any governmental authority for any part of the work performed by Bradford Systems Corporation, except as otherwise stated.
4. **PAYMENT:** This system has been specially designed and will be specially manufactured for the Buyer's unique requirements. A non-refundable down payment of one-third (1/3) of the contract is due upon order. A payment of 1/3 is due upon shipment and 1/3 payment upon completion. One and one-half (1-1/2) percent interest per month will be charged on any unpaid balance after thirty (30) days. If the installation is not entirely complete upon final invoicing, a holdback of reasonable value is allowed without incurring interest charges. A 4% convenience fee will be applied to all orders paid with a credit card.
5. **TAXES:** All applicable sales taxes, as required by law, will be billed, unless Bradford Systems Corporation has a current Tax Exempt Letter or Resale Certificate on file.
6. **EXPIRATION DATE:** Pricing is valid for thirty (30) days. After thirty days, a new proposal and revised pricing may be required.
7. **CANCELLATION:** On all canceled orders, Buyer shall compensate Bradford Systems Corporation for its performance, commitments and damage as follows; Buyer shall pay Bradford Systems Corporation a cancellation fee not to exceed the original purchase price.
8. **CHANGE ORDERS:** Should the Buyer order changes or additions to the work, such orders and adjustments shall be made in writing to Bradford Systems Corporation utilizing Bradford's formal change order document. The contract price and installation/delivery fees shall be adjusted according to the changes in the work specified in the change order.
9. **INSURANCE:** Bradford Systems Corporation's employees who enter Buyer's premises will have Workmen's Compensation coverage in statutory limits and Bradford Systems Corporation's automobiles will be covered by Public Liability and Property Damage Insurance.
10. **DELIVERY:** Installation or delivery date is approximate. Bradford Systems Corporation shall not be liable for delays in or failures of delivery due to changes requested by Buyer, or causes beyond its control. If shipment is delayed at the request of Buyer, payment shall be made by Buyer as though shipment had been made as specified and for any expenses incurred by Bradford due to Buyer's request in delaying shipment.
11. **STORAGE:** If product is stored for more than thirty (30) days at Bradford Systems Corporation due to delays in delivery caused by buyer, Bradford will charge buyer at the rate of 1% of buyer's invoice per month pro-rated daily.
12. **DAMAGE:** After product arrival at site, any loss or damage by weather, other trades, fire or other elements, shall be the responsibility of the Buyer. The Buyer agrees to hold Bradford System Corporation harmless for loss for such reasons.
13. **BUYER RECEIVING:** If the Buyer receives product for any reason, the Buyer is responsible for checking the product during off-load and noting on the packing slip any damage or possible damage and notifying Bradford Systems Corporation immediately. If Bradford does not receive a written notice and copy of the packing slip within twenty-four (24) hours, the Buyer agrees to pay any additional replacement product and delivery costs if a freight claim cannot be awarded.
14. **SITE CONDITIONS:** Buyer shall provide Bradford Systems Corporation with a free and clear construction site. Buyer shall remove all material and/or construction from the area. Buyer will furnish Bradford with adequate electrical power to operate tools required for the installation.
15. **UNLOADING, SPOTTING AND STORAGE:** Buyer shall provide Bradford Systems Corporation with adequate unloading facilities and sufficient access to same to insure Bradford's efficient unloading procedure. Adequate aisles shall be provided by the Buyer to provide efficient handling of the materials from the unloading of storage area to construction site.

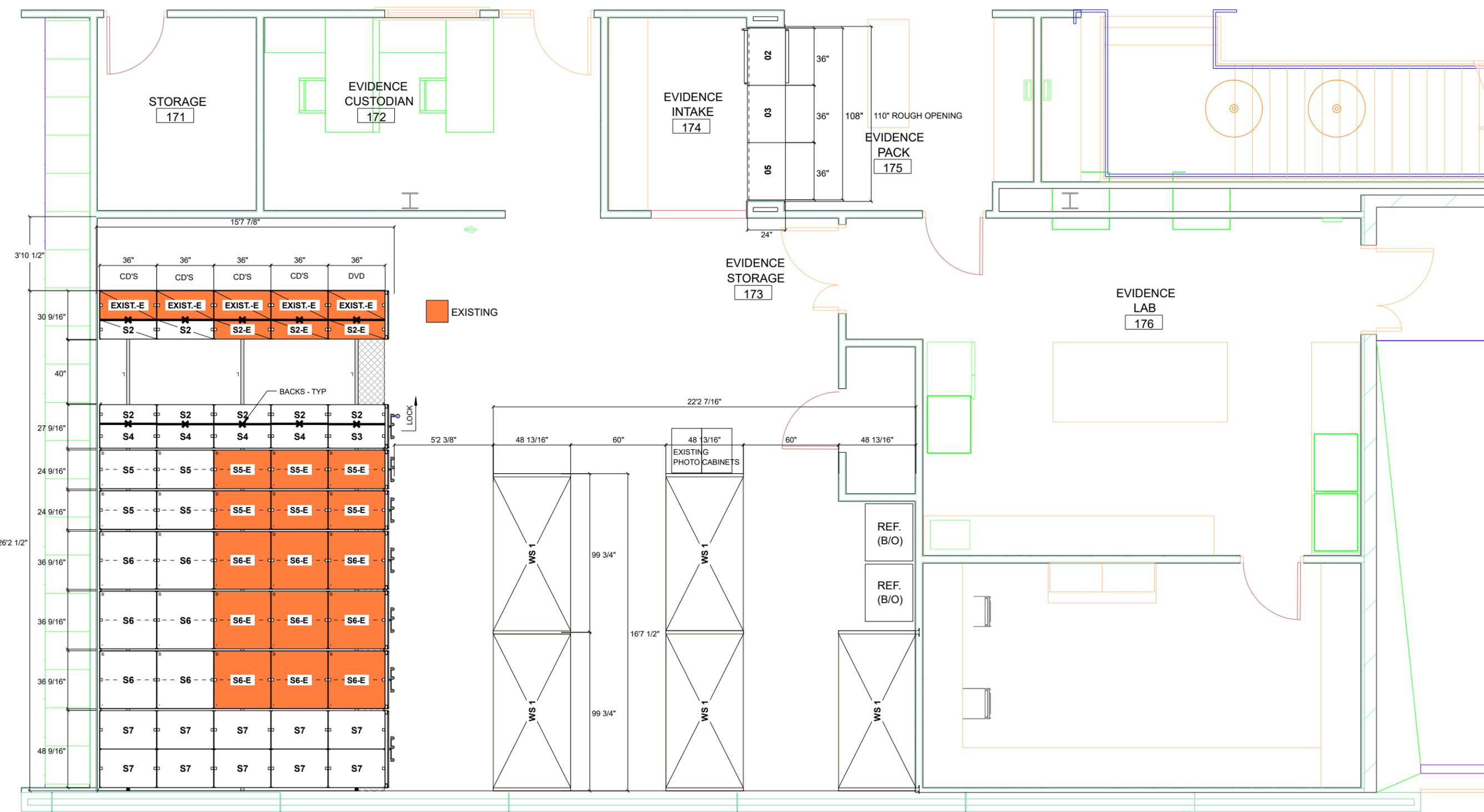
16. **COMMENCEMENT OF INSTALLATION:** Bradford Systems Corporation will not be obligated to commence work at job site until receipt of written notice from Buyer that Buyer's building is ready for use and necessary utilities and equipment are supplied thereto.
17. **COMPLETION:** Installation shall be deemed completed upon acceptance or use of any equipment by Buyer.
18. **OVERTIME:** This agreement is based on a normal eight hour working day Monday through Friday and no provisions have been made for overtime or shift premium pay. If overtime is required, additional costs will be incurred.
19. **TESTING:** All material and equipment for testing the installation shall be provided at Buyer's expense. At the time when Bradford Systems Corporation states to the Buyer that the work is complete, the Buyer will inspect the work and if the work is in conformity with the terms and provisions of the proposal, the Buyer shall accept the same and deliver to Bradford a signed statement of acceptance. If the Buyer declines to sign such a statement, then the Buyer shall immediately inform Bradford in writing of the reasons for such declination. If the Buyer fails to so notify Bradford of if the Buyer fails to make such inspection the work shall be conclusively deemed to have been accepted by the Buyer.

PROJECT TERMS AND CONDITIONS

1. **FLOOR COVERING:** If Bradford Systems Corporation is not the contractor for the installation of the floor covering, Buyer's floor covering contractor is responsible for coordinating floor covering installation after Bradford installs system rail and floor.
2. **FLOOR LOADING:** Buyer is responsible for the load bearing capacity of the floor upon which the proposed installation shall be constructed. Floor load data that applies to the project is subject to interpretation by a certified structural engineer. BSC is providing reference data for determining load and distribution conditions. Floor load and considerations are to be reviewed and evaluated by a qualified engineer. It is the responsibility of client to have this system approved for the floor loading if needed. If media weight is unknown; we recommend a sample weight be verified in the field.
3. **FLOOR DRILLING:** Buyer is responsible to notify Bradford Systems Corporation of any electrical or other obstructions located in the floor and Buyer is responsible for relocating said obstructions at Buyer's expense. Anchoring and/or hammer drilling may be required to which it is the Buyers responsibility to notify Bradford if there are any building restrictions on when this work may be performed.
4. **SEISMIC:** Buyer is responsible for determining if a seismic evaluation is necessary at which Bradford Systems Corporation will provide all equipment information for a seismic evaluation by an engineer if applicable.
5. **FIRE CODE:** Fire code typically requires an 18" minimum clearance between installed height of shelving system and any sprinkler system. It is the Buyer's responsibility to verify that the proposed shelving system height meets this requirement prior to the placement of purchase order.
6. **SPACESAVER WARRANTY:** A 5-year standard warranty and 1-year scheduled maintenance are included with your installation. Extended warranty and maintenance agreements are available upon request.
7. **SPACESAVER SYSTEM TRAINING & ORIENTATION:** Bradford Systems Corporation offers training to all potential users to insure safe and efficient system operation upon the Buyer's request.

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| Client Signature | Title | Date |
|------------------|-------|------|

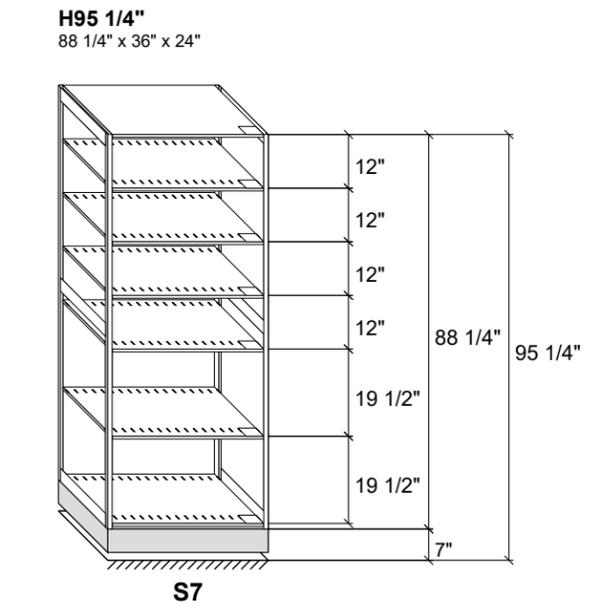
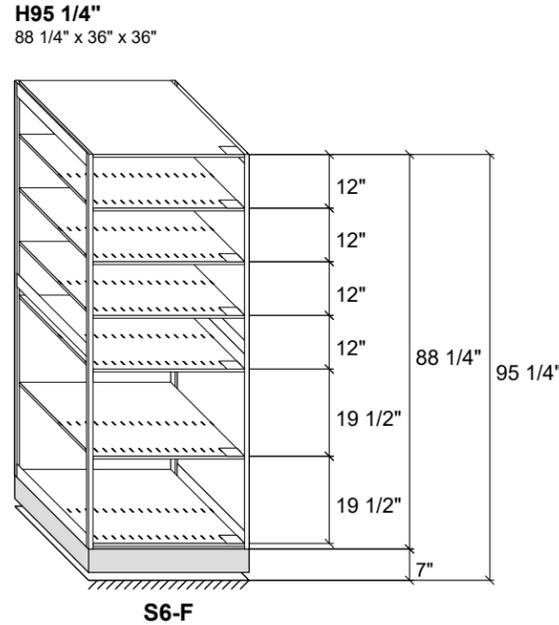
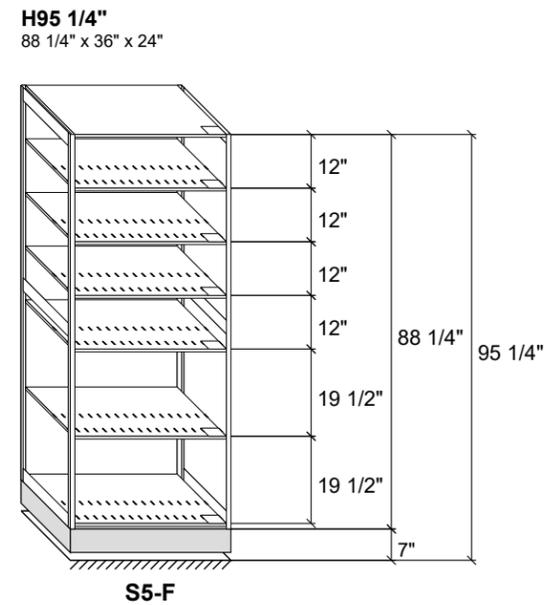
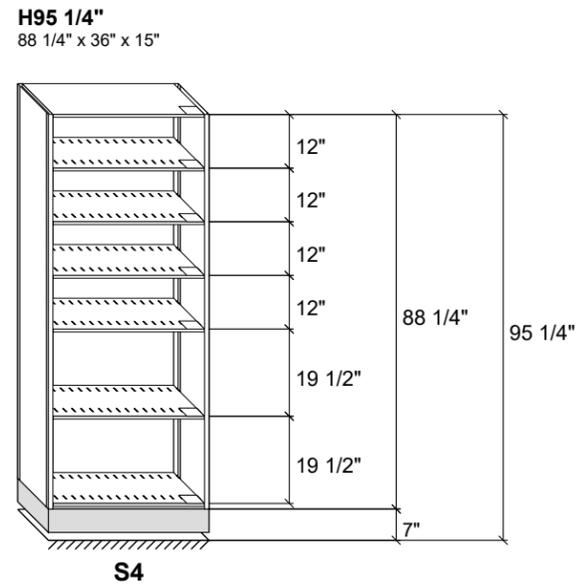
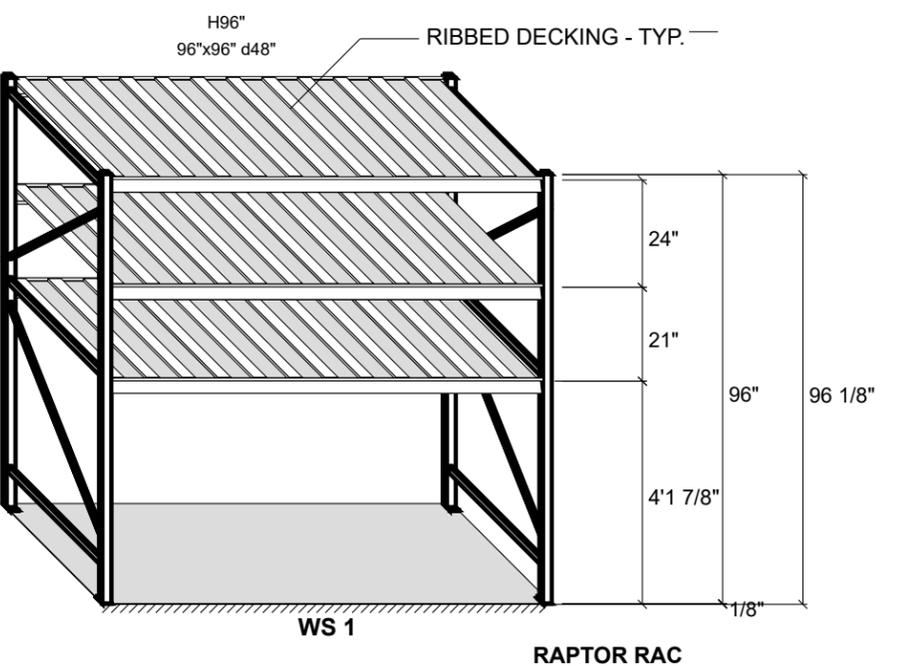
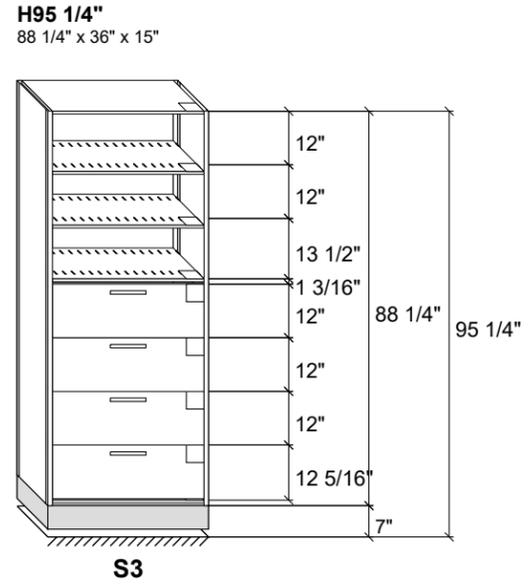
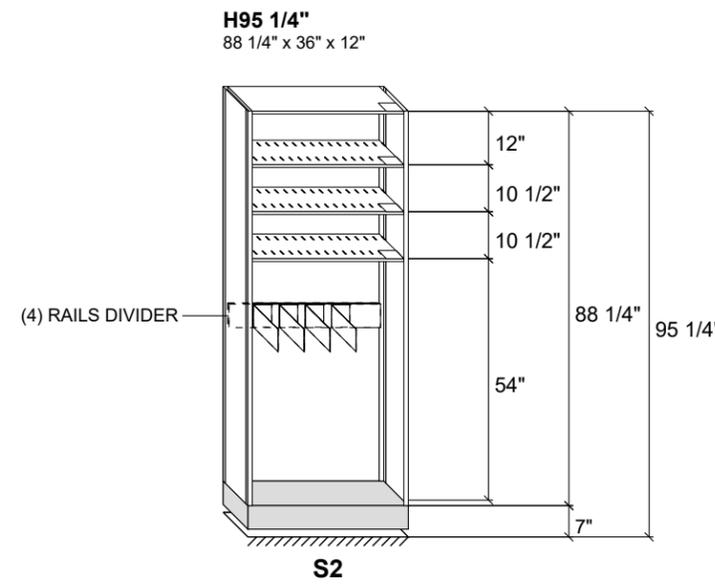
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Project Name:
ST. CHARLES PD - NEW FACILITY

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| Printed Date: 11/13/2018 | Revision: 11-08-2018 |
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| Rep: BRADFORD, DAVE | Drwn by: RM |
| Sheet No: 1 of 12 | |



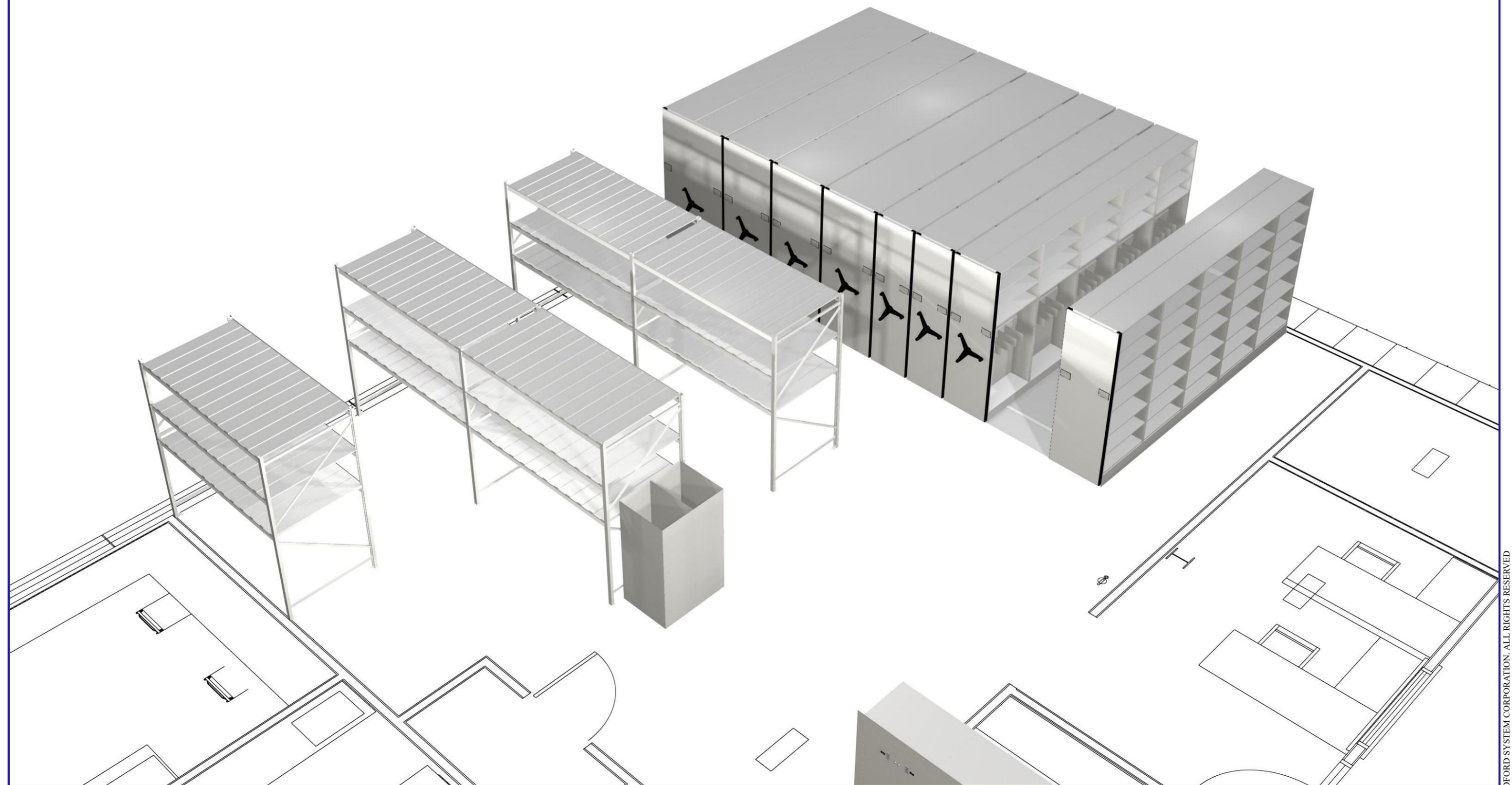
ELEVATION - EVIDENCE



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ST. CHARLES PD - NEW FACILITY

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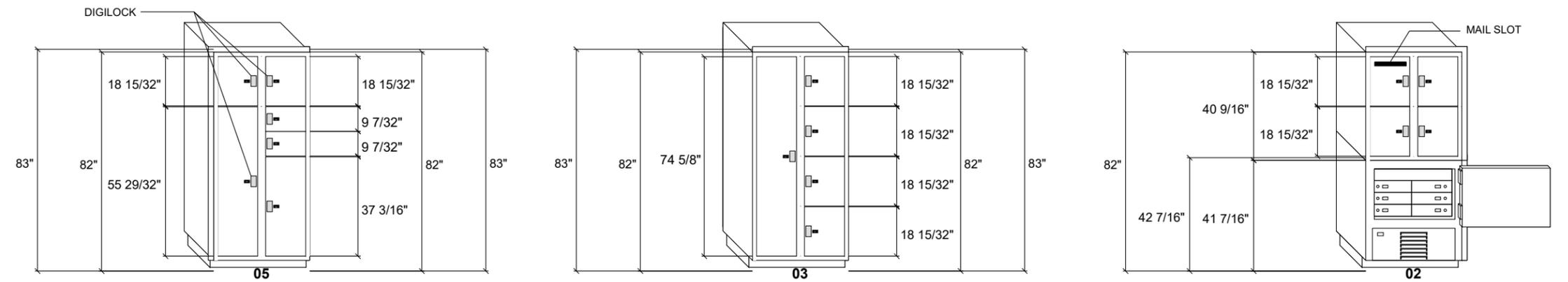
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| Printed Date: 11/13/2018 | Revision: 11-08-2018 |
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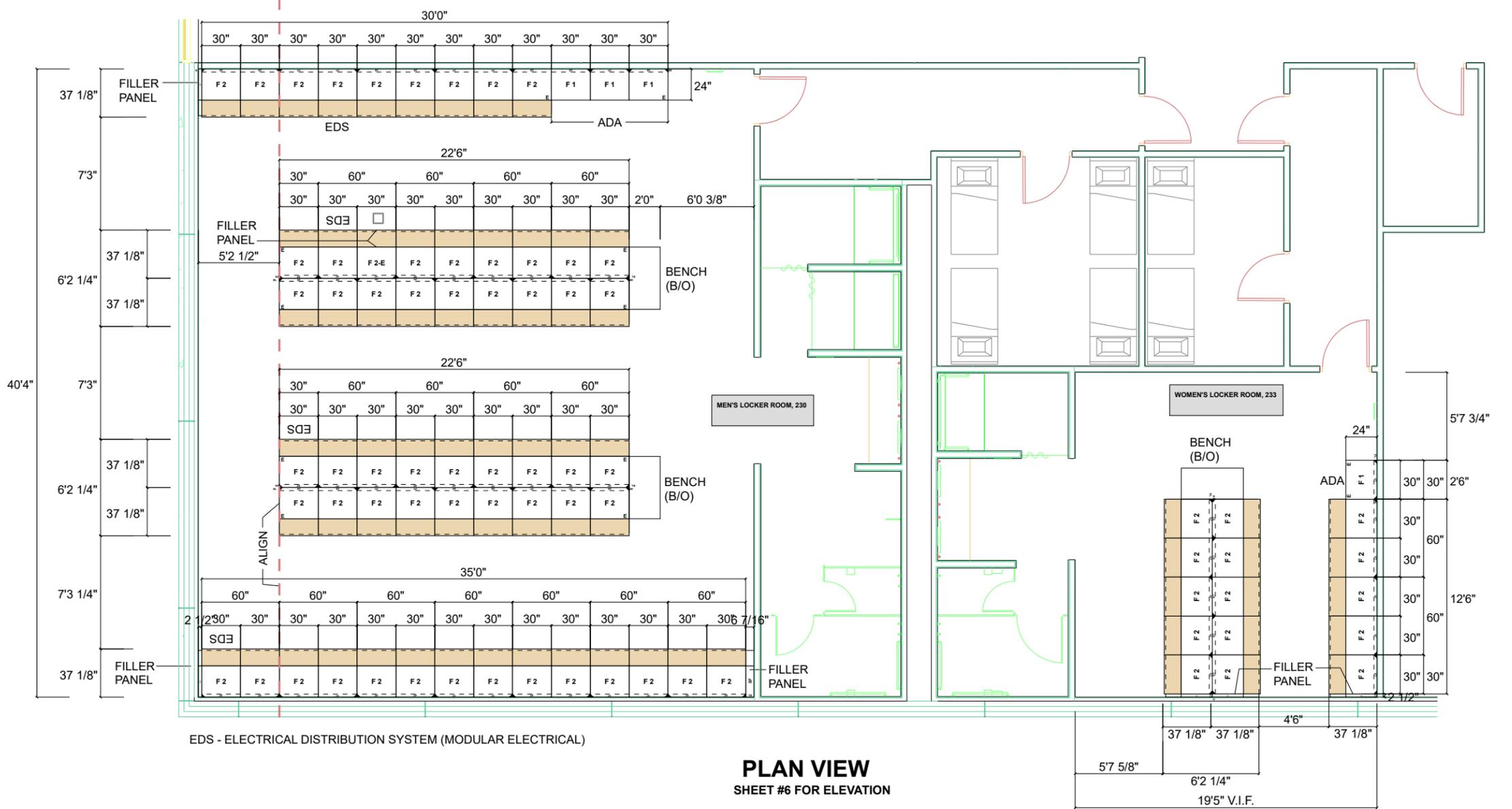
ELEVATION - EVIDENCE LOCKERS



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| Printed Date: 11/13/2018 | Revision: 11-08-2018 |
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| Sheet No: 4 of 12 | |



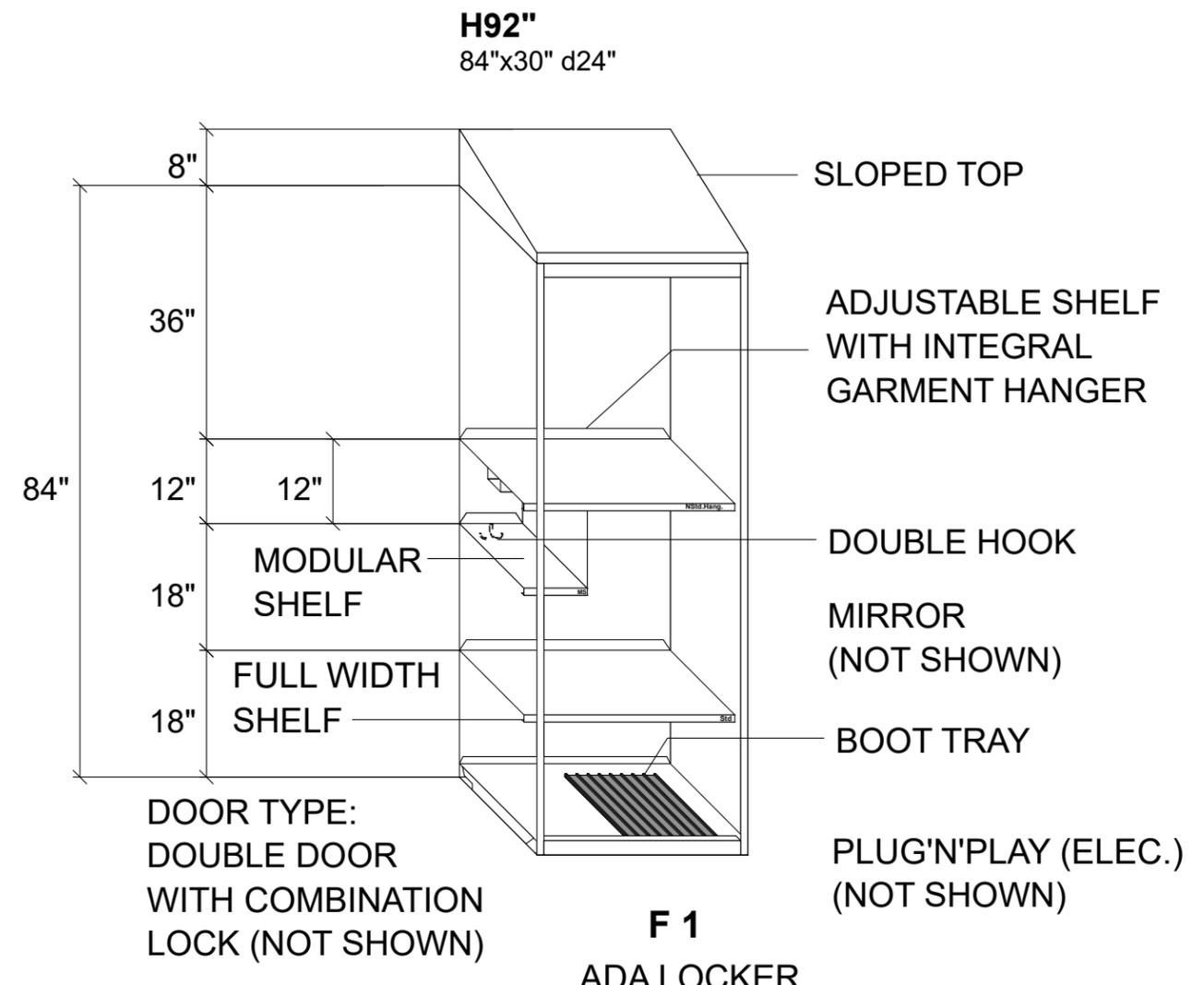
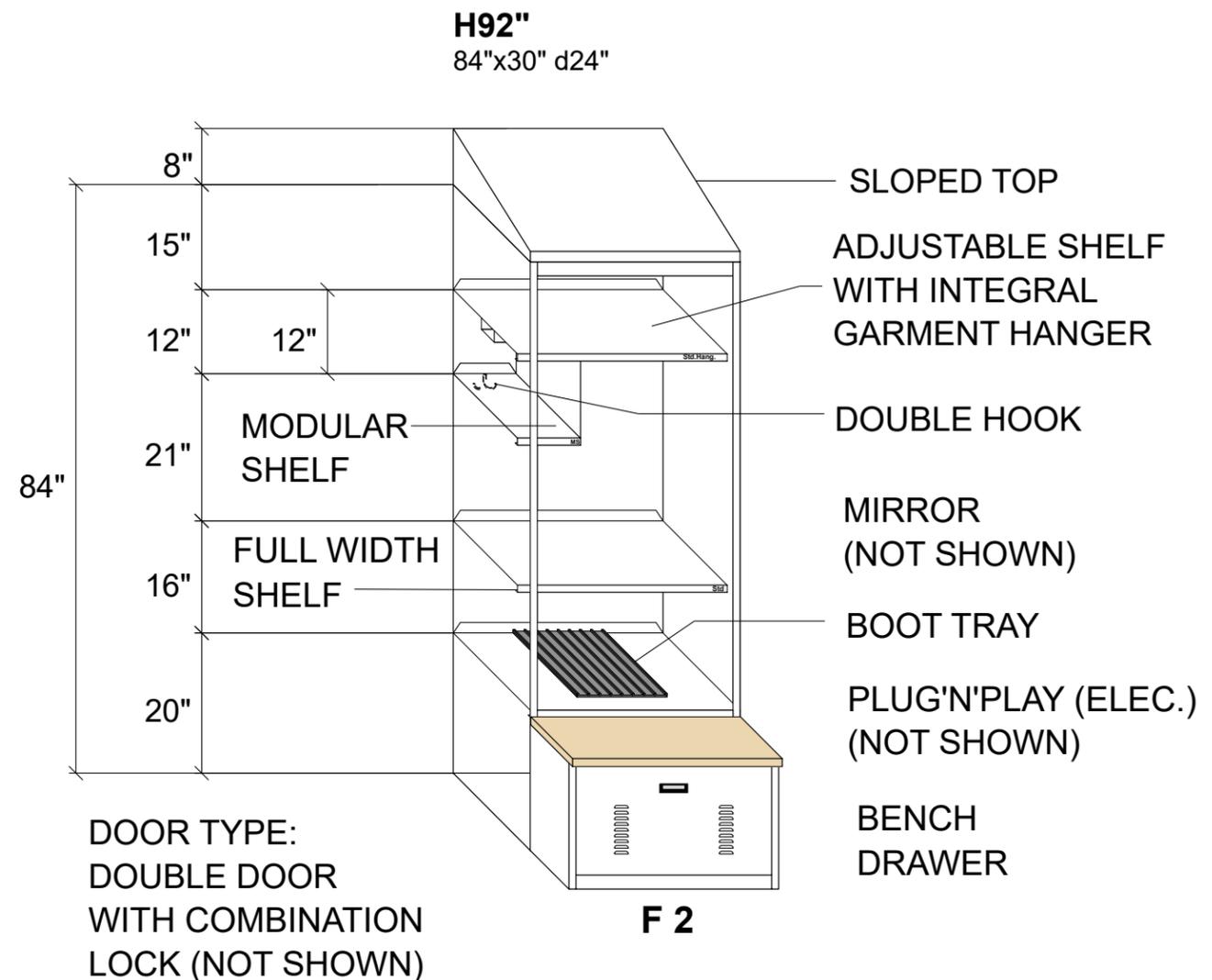
PLAN VIEW
SHEET #6 FOR ELEVATION



Project Name:
ST. CHARLES PD - NEW FACILITY

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| Printed Date: 11/13/2018 | Revision: 11-08-2018 |
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| Sheet No: 5 of 12 | |



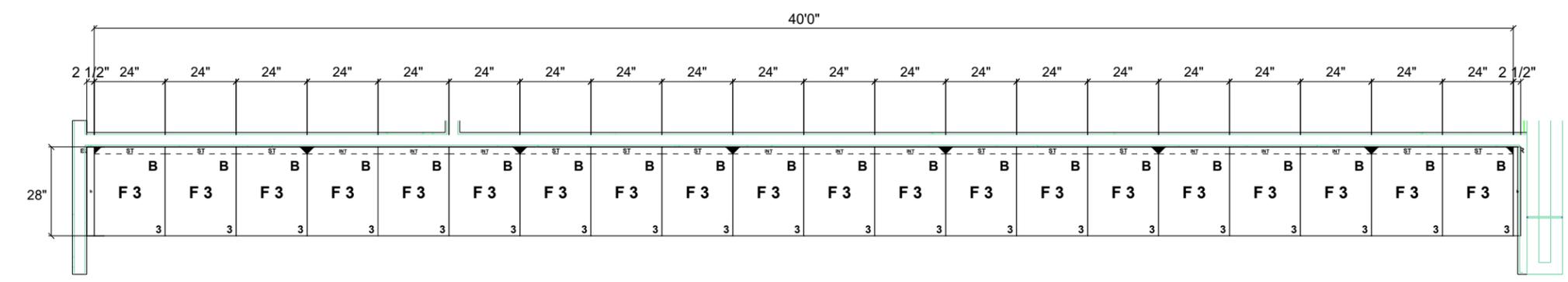
ELEVATION (INTERIOR VIEW)



Project Name:
ST. CHARLES PD - NEW FACILITY

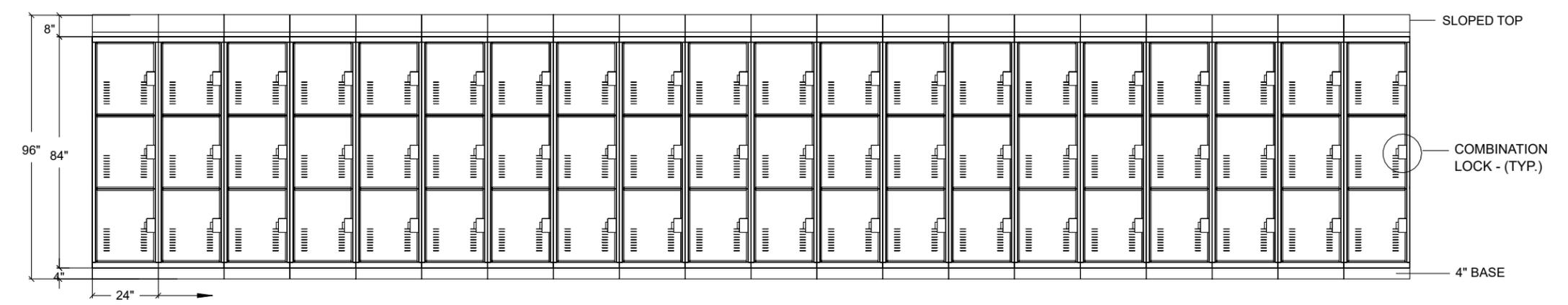
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| Saved Date: 11/13/2018 | Project No: 23315 |
| Printed Date: 11/13/2018 | Revision: 11-08-2018 |
| Scale: 1/2" = 1' | Total Actual LFI: 9801 LFI |
| Rep: BRADFORD, DAVE | Drwn by: RM |
| Sheet No: 6 of 12 | |



PLAN VIEW - DUTY BAG LOCKER

SECURE CORRIDOR, ROOM 168



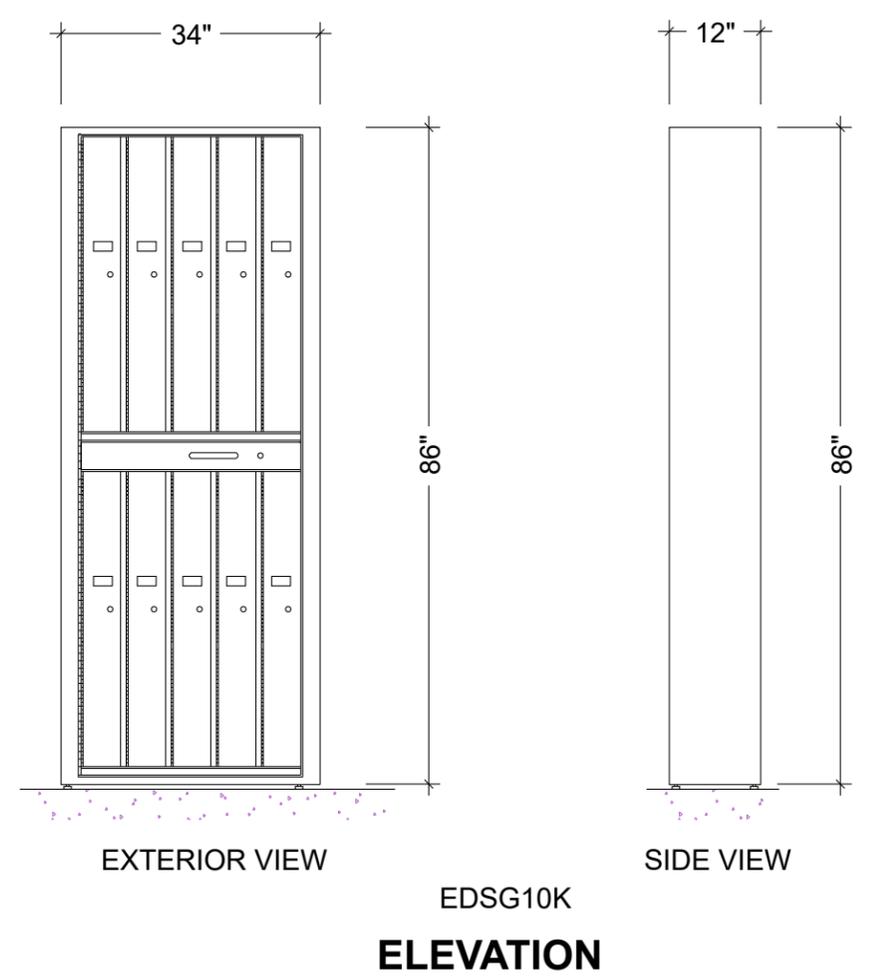
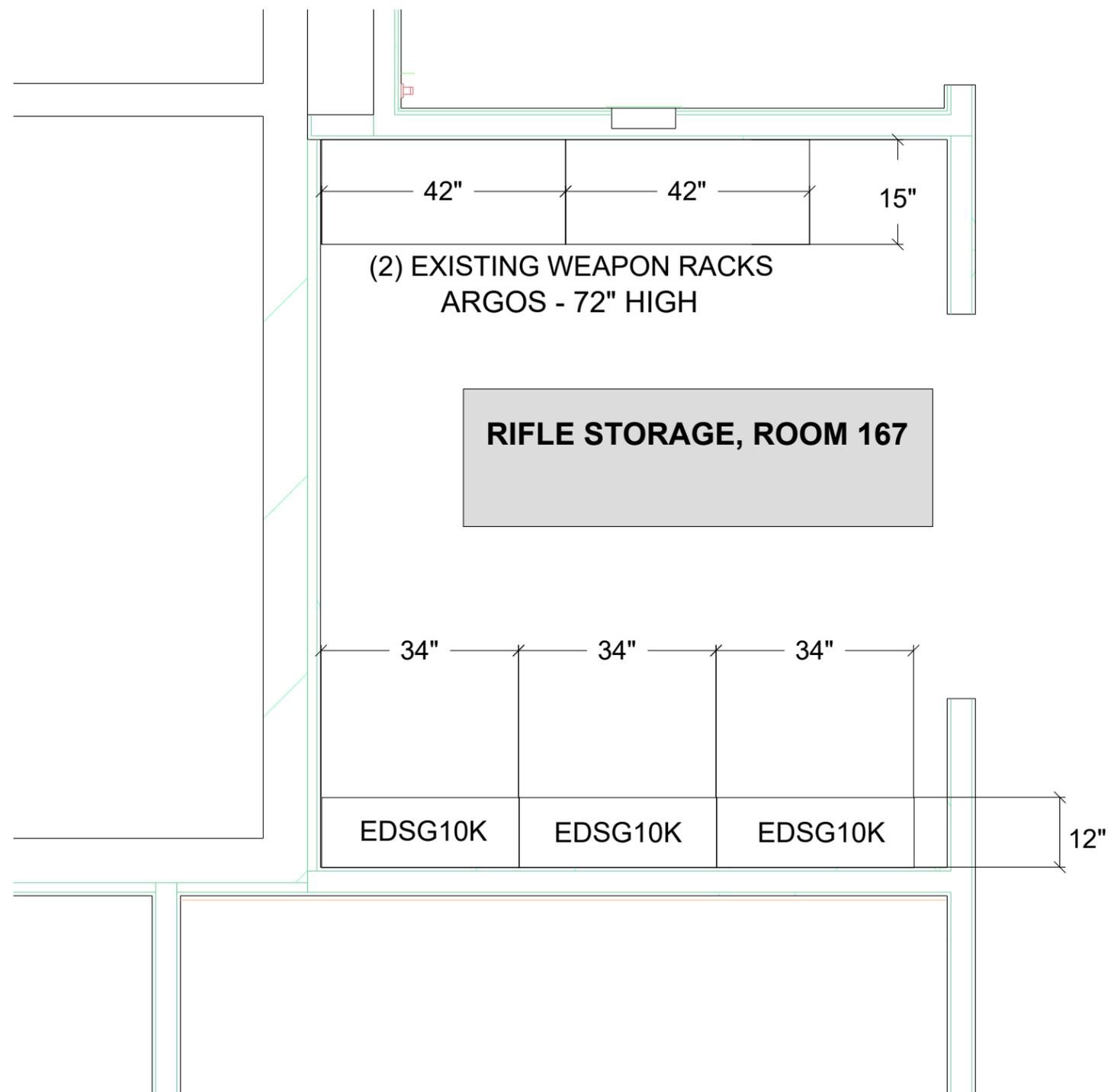
ELEVATION



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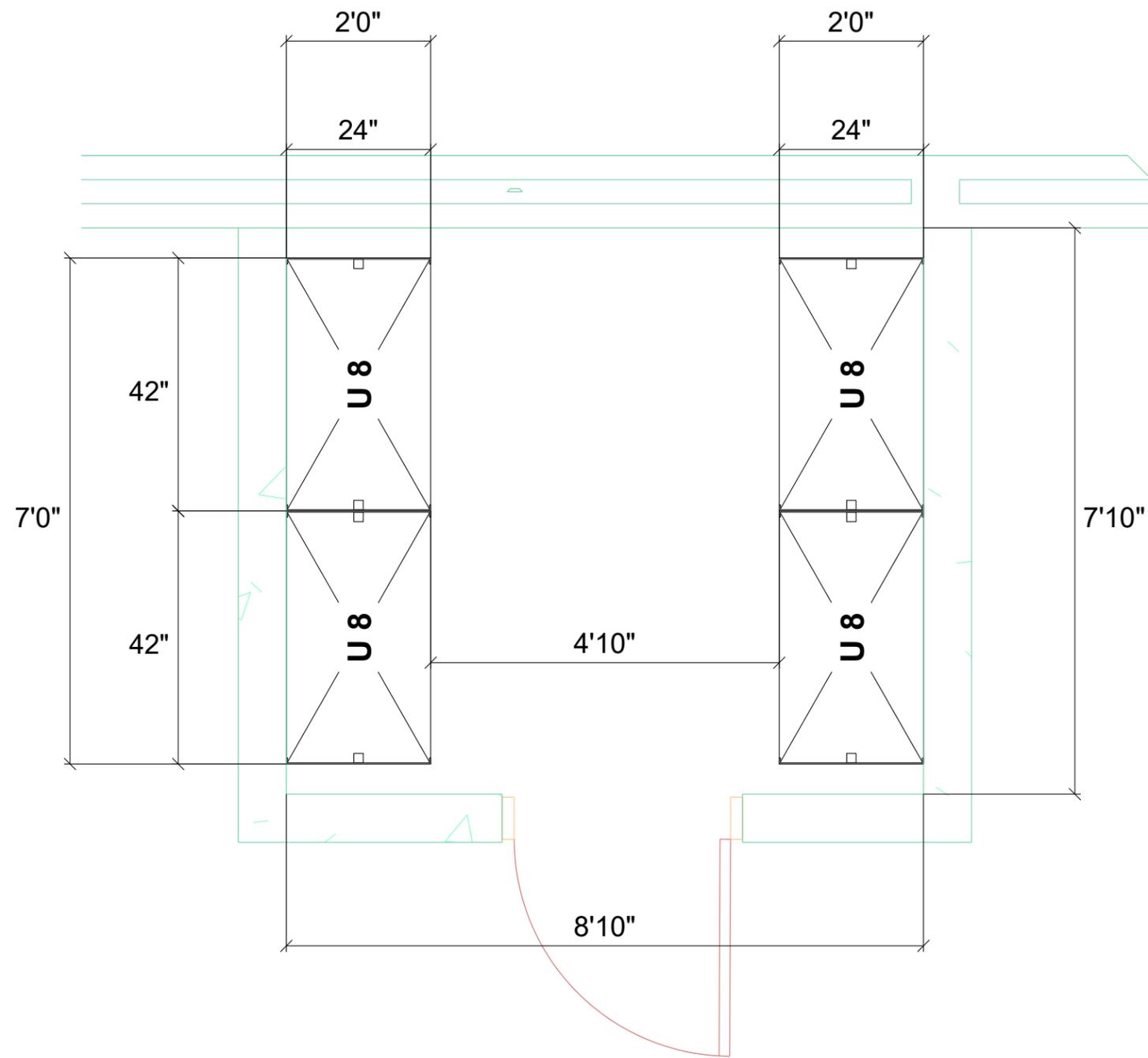
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| Sheet No: 7 of 12 | |



Project Name:
ST. CHARLES PD - NEW FACILITY

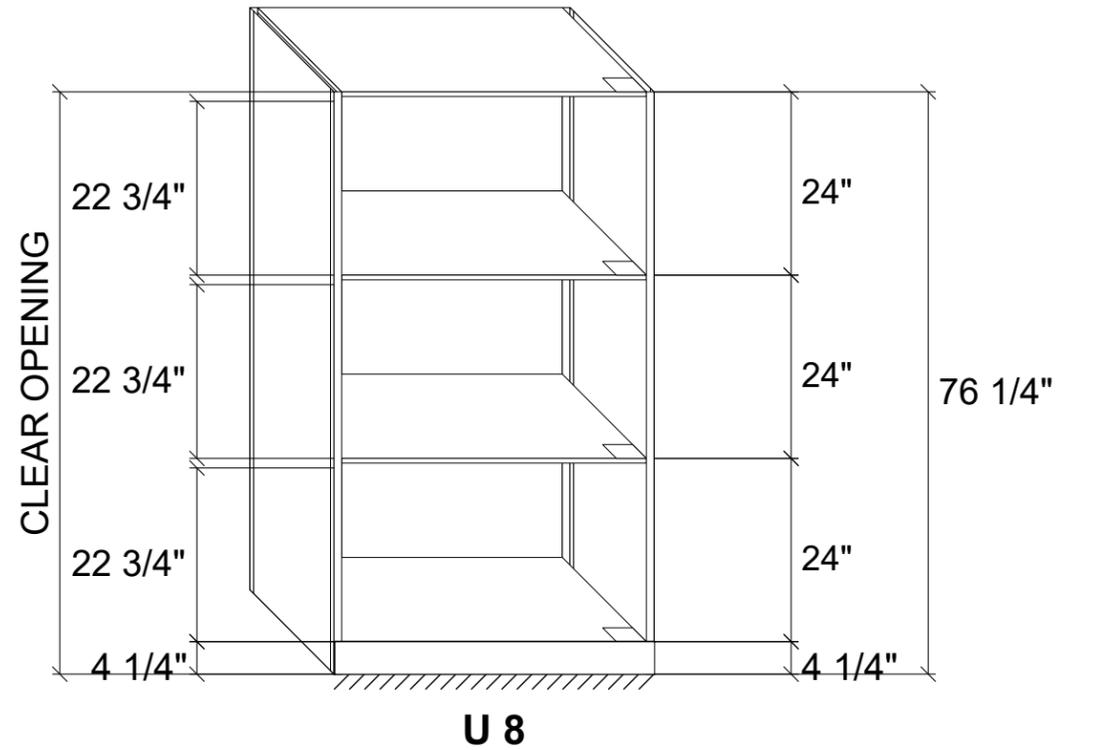
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| Printed Date: 11/13/2018 | Revision: 11-08-2018 |
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| Rep: BRADFORD, DAVE | Drwn by: RM |
| Sheet No: 8 of 12 | |



SWAT STORAGE

H76 1/4"
76 1/4" x 42" x 24"



ELEVATION

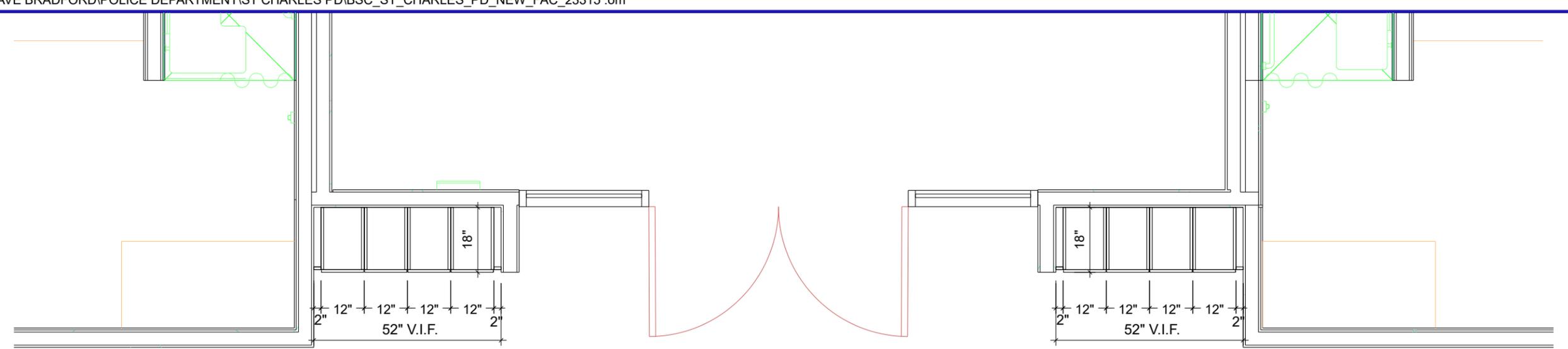
SWAT STORAGE, ROOM 194



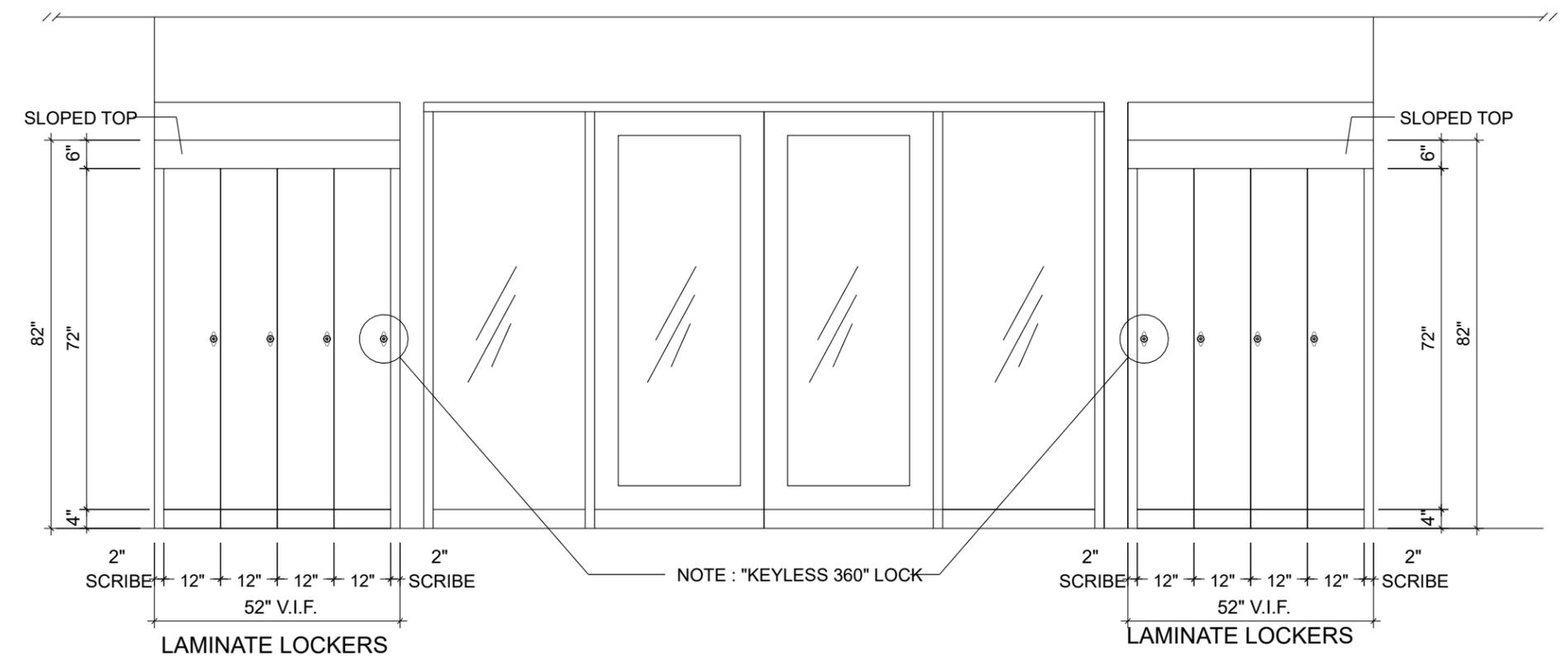
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| Sheet No: 9 of 12 | |



PLAN VIEW - SEMI SECURE CORRIDOR 227



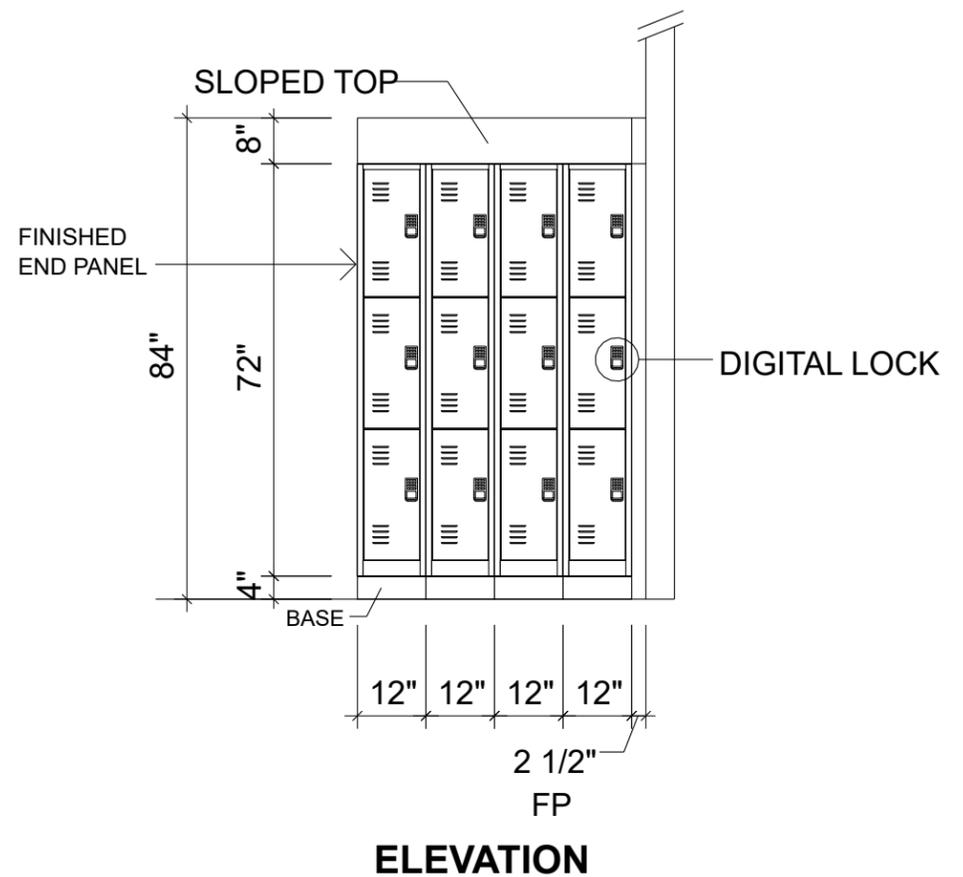
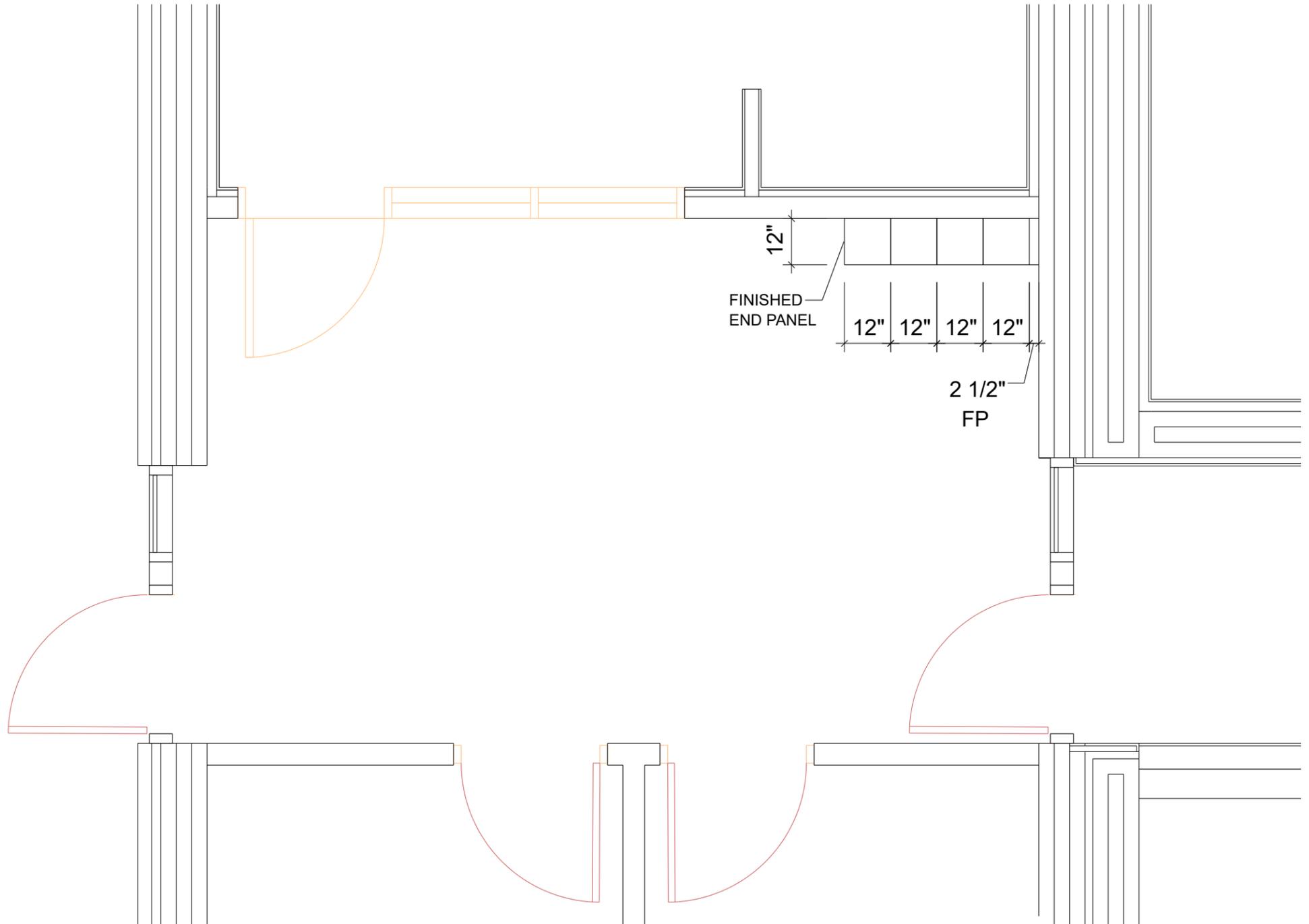
ELEVATION



Project Name:
ST. CHARLES PD - NEW FACILITY

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| Saved Date: 11/13/2018 | Project No: 23315 |
| Printed Date: 11/13/2018 | Revision: 11-08-2018 |
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| Sheet No: 10 of 12 | |



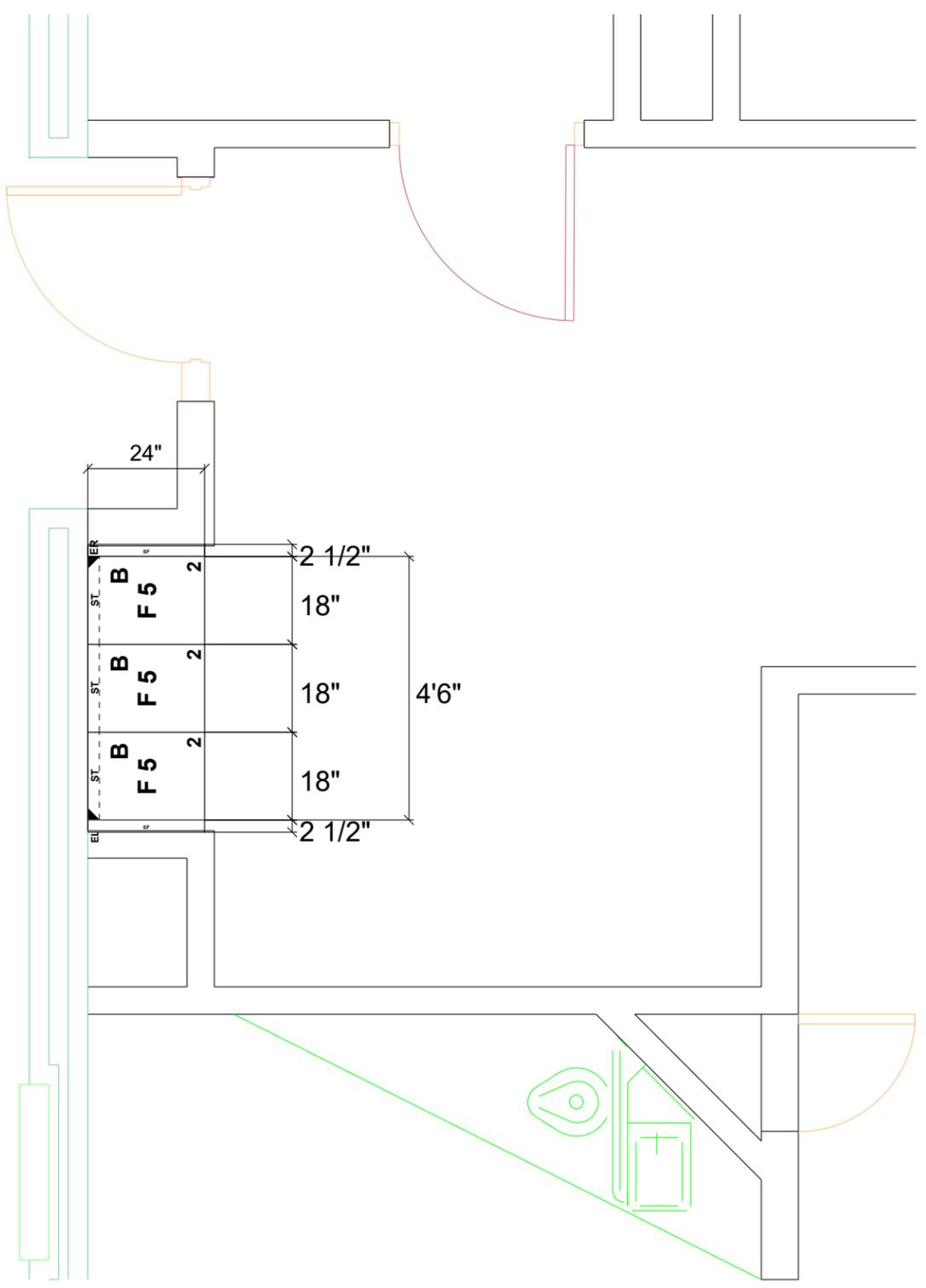
PLAN VIEW - COMMUNITY RESTITUTION VESTIBULE 144



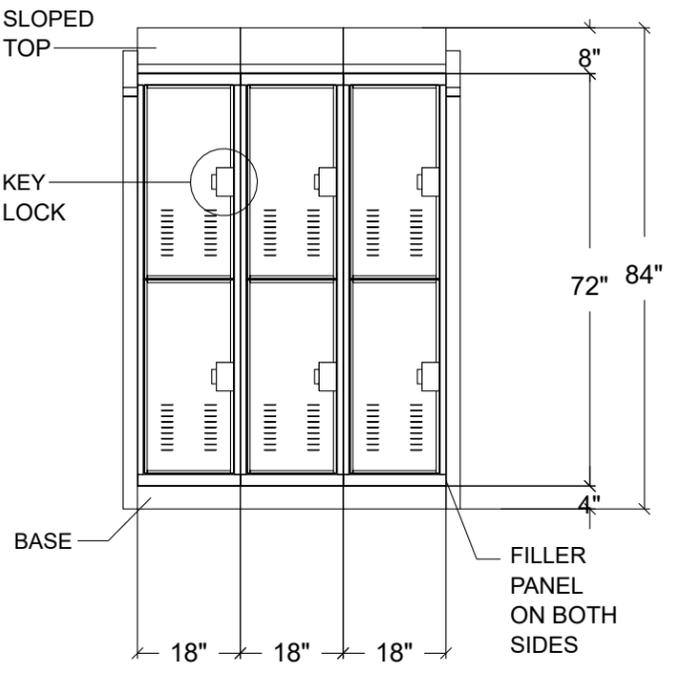
Project Name:
ST. CHARLES PD - NEW FACILITY

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| Scale: 3/8" = 1' | Total Actual LFI: 9801 LFI |
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| Sheet No: 11 of 12 | |



PLAN VIEW - DETENTION152



ELEVATION



Project Name:
ST. CHARLES PD - NEW FACILITY

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| Scale: 3/8" = 1' | Total Actual LFI: 9801 LFI |
| Rep: BRADFORD, DAVE | Drwn by: RM |
| Sheet No: 12 of 12 | |



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 5.f

Title:

Recommendation to Approve School Resource Officer Agreement for School Year 2019-2020

Presenter:

Chief Keegan

Meeting: Government Services Committee

Date: February 26, 2018

Proposed Cost: \$N/A

Budgeted Amount: \$

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

The annual agreement with D303 for police services in the high schools has been updated for this school year. Just approved at the February 11, 2019 D303 School Board meeting: two additional School Resource Officers have been added to the contract, for a total of four officers. The two new officers will reside at the two Middle Schools, Thompson and Wredling. These officers will be hired after May 1st of this year, once the 2019-20 budget is in effect.

The concept to expand this program comes from the school district approaching the City with a desire to expand our service area into 6th-8th grades. Our current agreement with the school district, stemming from the Little Woods School purchase, has one year remaining on its original term meaning that if approved by both the City Council and School Board, D-303 would reimburse the City for two police officers next school year followed by all four police officers being reimbursed in school year 2020-2021.

As part of this program expansion, Chris Minick and Chief Keegan have negotiated additional personnel costs being reimbursed for 176 school days, or about 68% of the total salary and benefits of each officer. While school is not in session, the officers will be reassigned to either patrol duties or an assignment within investigations.

The agreement has been approved by District 303 and will be fully executed once City Council approves it. This agreement is set to expire on June 10, 2020.

Attachments *(please list):*

*Agreement with D303 for four School Resource Officers

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve School Resource Officer Agreement for school year 2019-2020.

AGREEMENT FOR POLICE SERVICES – 2019-2020

THIS AGREEMENT made and entered into this 11th day of February, 2019, by and between the City of St. Charles, a municipal corporation, organized and existing under the constitution and the statutes of the State of Illinois (hereinafter referred to as the "City") and Community Unit School District 303, a unit school district organized under the statutes of the State of Illinois, (hereinafter referred to as "303" or "School District");

WITNESSETH

WHEREAS, Article 7, Section 10 of the constitution of the State of Illinois, 1970, authorizes units of local government, including municipalities and school districts, to enter into contracts to exercise, combine or transfer any power or function not prohibited to them by law or ordinance; and

WHEREAS, Illinois Compiled Statutes, Chapter 5, Sec. 220/1 et seq., known as the Intergovernmental Cooperation Act, authorizes units of local government in Illinois to exercise jointly with any public agency within 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; and

WHEREAS, 303 has determined that it is in its best interests to provide police liaison services at its facilities, which are located within the City of St. Charles; namely, Thompson Middle School, Wredling Middle School, St. Charles North High School and St. Charles East High School, hereinafter referred to as "Schools"; and

WHEREAS, the City is a home rule unit which may exercise any power or function relating to its government and affairs; and

WHEREAS, the City's agreement to provide additional police services for 303 are actions which relate to the government and affairs of the City.

NOW, THEREFORE, for and in consideration of the mutual promises and undertakings set forth herein, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

1. Term of Agreement. This agreement shall become effective on August 1, 2019, and terminate on June 10, 2020.

2. Description of Services. The City, through its police department, shall provide a total of four (4) sworn officers to Schools, one officer per school (Hereinafter referred to as "Officers").

a. This Agreement is made pursuant to City's School Resource Officer (SRO) program. Generally this program involves the assignment of a City of St. Charles police officer to Schools. The base salary including fringe benefits of two of the assigned officers shall be entirely provided by City. The base salary of the additional two offices, as well as the overtime expenses incurred by any of the officers as a direct result of the SRO Program pursuant to this agreement, shall be paid by 303 at the particular officer's applicable rate. Although the officers shall remain employees of the City of St. Charles, upon assignment such officers shall work with and be under the general direction of 303 staff and shall establish and operate such programs and activities consistent with the intent of this program. Each sworn police officer shall be assigned to a specific school.

b. The duties of the SRO shall be as set forth in Exhibit B.

c. In addition to normal school duties, Officers shall attend specified extracurricular activities of Schools at the school administration's direction when possible and not in conflict with the Metropolitan Alliance of Police Chapter 27 (MAP) contract. These activities shall involve but may not be limited to athletic events and school-sponsored dances.

d. Although certain levels of counseling may be a part of the Officers' duties, serious counseling needs shall be referred to the School's professional staff.

e. As a member of the police department, Officers shall conduct original investigations of all criminal and quasi-criminal acts which occur during the regular school day which would have previously necessitated the dispatch of a patrol unit. In addition to conducting original investigations, Officers shall be assigned cases for follow-up through the City's Investigations Section. The criteria for assignment are the offender or victim's school assignment; time, date, and offense are secondary. Officers shall conduct such investigations in conjunction with other school responsibilities within reason. In any instance where a Police Officer becomes aware of a violation of school rules, not including violations of law, unless the situation is one requiring immediate action and investigation by the Police Officer due to imminent danger of harm to students or staff, the Officer shall refer the violation to the Dean's Office for follow-up investigation by the School. The School may request the continued participation or involvement of the Police Officer, as may be needed to complete its investigation. Searches and student interviews should be coordinated with school officials, except those instances where a Police Officer acts to prevent imminent harm to students or staff.

f. During extended school breaks, Officers shall be assigned in the City's police department as operationally necessary and directed by the Chief of Police.

g. The duties of Officers may include but are not limited to the following:

- i. Promote rapport between police officers and students in the school.
- ii. Promote a working relationship with school staff.
- iii. Promote working relationships with other police liaisons within the 303 School District.
- iv. Meet periodically with building and district administration to discuss and evaluate police counselor activities.
- v. Make presentations to students, parents, and staff members on law and law enforcement, safety and good citizenship.
- vi. Refer troubled students to proper professional help within the student services division of the school and police department.
- vii. Plan preventive substance abuse programs.
- viii. Work with parents on runaway students.
- ix. Deal effectively with juvenile offenders.
- x. Assist school officials in the enforcement of truancy laws and work with truancy detail.
- xi. Represent the school on any criminal, misdemeanor, or traffic court action involving the students as appropriate.
- xii. Work beyond regular scheduled hours when required to successfully complete an assignment or case.

3. Staffing. The program shall consist of the City assigning one officer to Thompson Middle School, one officer to Wredling Middle School, one officer to St. Charles North High School and one officer to St. Charles East High School to act as the SRO for the respective schools. Each SRO shall begin his or her duties on the first day of school and continue each day that school is in session until the last day of classes. If during the term of this Agreement, the School Superintendent shall determine that any of the Officers is not suitable or is not able to meet the expectations of the School District, the Superintendent shall confer with the Chief of Police regarding the concern. If the concern cannot be addressed or resolved by action of the Chief of Police to the satisfaction of the School Superintendent, the Superintendent can request the assignment of a new Officer to the appropriate School. If the Chief of Police elects not to assign a new Officer to the School, the Superintendent shall have the right to terminate this Agreement upon 30 days' written notice to the Chief of Police. At the end of such 30 day notice, the School District shall have no continued or remaining payment

obligations for any additional services. The Police Department shall prorate the cost of services up to that point of the year and issue a final bill to the School District for such police services.

4. Salaries and Other Related Costs. Pursuant to an Intergovernmental Agreement entered into by and between the City and 303 on August 15, 2011 (Little Woods School Site Purchase Agreement), the costs for services for school year 2019/2020 shall be waived for 2 SROs, and 303 will be charged for 2 SROs at the total cost of \$195,551.82. Payment for SRO salaries shall be made pursuant to paragraph 18.

Any overtime expenses necessitated by District scheduling requirements and in conjunction with Officers' duties under this Agreement shall be paid for by 303 at the Officer's overtime rate as established by the City through contractual agreements. Such overtime hours shall include but are not limited to the Officer's attendance at school dances, athletic events, or other school-related extracurricular activities scheduled by 303.

City shall calculate overtime costs as approved by 303 and submitted by the Officers, and then bill 303 for any overtime costs incurred. Billing shall occur at the end of each semester period for the Officers' salaries and any overtime.

Additionally, 303 shall provide Officers office workspace, telephone and other related commodities as previously contributed.

5. Hours of Work. The days and hours of work are to be consistent with 303's 2019/2020 school calendar normal student hours of operation.

6. Assignment of Employees. All police department employees assigned to the 303 facility shall be at the determination and discretion of the City and the Chief of Police, with input from 303 in the SRO selection process. The SRO shall have the qualifications and training set forth in Exhibit A to this Agreement.

7. Status of Employees. All City employees assigned to providing police services for 303 shall remain City of St. Charles employees and shall not have any right, status or benefit of 303 employment.

8. Payment of Employee. 303 shall not be liable for the direct payment of salaries, wages or other compensation to City of St. Charles employees except as otherwise specifically provided herein.

9. Relationship of Parties. It is understood by the parties hereto that City and its employees are independent contractors with respect to 303, and no City employee assigned to 303 is an employee of 303. 303 shall not provide fringe benefits, including health insurance benefits, workers'

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compensation, retirement, paid vacation, or any other employee benefit, for the benefit of any City employee. This agreement shall not be construed to create a partnership, joint venture, employment or agency relationship, and shall not create any additional duties, either special or otherwise, on City. It is therefore understood that the School District is not a party to the City's Collective Bargaining Agreement.

10. Assignment. The obligations of the parties hereto may not be assigned or transferred to any other person, firm, corporation, or body politic without the prior written consent of both parties hereto.

11. Performance of Service. Officers shall perform general law enforcement duties and such other duties as assigned by the Chief of Police, consistent with the provisions of this agreement and on the grounds of an institution of education. City shall determine and apply standards for performance and discipline used in the delivery of the contract police services. It is agreed and understood that the services the City will be providing pursuant to this agreement are general law enforcement services only and that no special duty shall be deemed to be created by this agreement. It is further understood and agreed that this agreement is not intended nor shall be construed to alter, limit or constitute a waiver of any of the civil immunities afforded the City and/or its employees pursuant to the Local Governmental and Governmental Employees Tort Immunity Act at 745 ILCS 10/1-101, et seq., as amended, it being agreed that all of the civil immunities set forth in such Act, as amended, shall fully apply to any claims asserted or which might be asserted against the City and/or its employees as a result of this agreement or any of the actions of the parties pursuant to this agreement. Without limiting the foregoing, it is further agreed and understood that the City and/or its employees as a result of this agreement or any actions of the parties pursuant to this agreement shall not be liable to 303 or to any other person or entity for failure to provide adequate police protection or service, failure to prevent the commission of crimes, failure to detect or solve crimes or the failure to identify or apprehend criminals.

12. Accountability of Employees. Officers shall at all times be under the ultimate direction and control of the Chief of Police of the City.

13. Interruptions in Service. The parties hereto acknowledge and understand that temporary regular or special deployment of Officers may be necessary. Any and all such redeployment shall be at the sole discretion of the City's Chief of Police or his designee. In the instance of any such redeployment the City shall provide prompt notice to Schools.

14. Absence of Employees. In the event of the unavailability of any Officer due to extended sickness, injury, use of benefit time, or any other reason, such Officer shall be temporarily replaced by another City police employee as determined by the Chief of Police with input from the School District, at no additional cost to School. In any such instance, the City shall provide prompt notice to the applicable School as to the nature of the absence, the expected duration, and the identity of the replacement officer.

15. Work Slowdown. In the event the City experiences any work slowdown or stoppage in its police force, the level of service provided to 303 under this agreement shall be at the discretion of the Chief of Police with adjustments in payment by 303 accordingly.

16. Additional Services. Any and all necessary backup services, including equipment and personnel, required to assist Officers in the performance of the obligations under this agreement shall be at the sole discretion and control of the Chief of Police of the City.

17. Penalty for Breach. In the event that either party fails to perform its obligations under this agreement, and if said failure to perform shall continue for thirty days after written notice thereof is given to the party having failed to perform, the other party may terminate the agreement. 303 shall be liable for payment to the City for actual costs incurred through the proposed termination date. In such event the City shall not be liable to 303 for any damages, either direct or indirect.

18. Payment. Payment for services provided under this agreement shall be waived for the cost of 2 SROs pursuant to the terms of the Intergovernmental Agreement entered into by and between the City and 303 on August 15, 2011. The cost for the additional 2 SROs shall be paid in two equal installments due in September and February annually. City and 303 agree that any overtime costs that are incurred under this agreement shall be the responsibility of 303. The City shall generate invoices for overtime and/or extra duty immediately after said overtime duty has occurred. Payments shall be made by 303 within fifteen days of receipt from the City.

19. Compliance with Board Policies and Procedure. The SRO shall comply with applicable Board policies and procedures in the course of his/her duties, and any other operating procedures that are agreed upon by the Parties, including any reciprocal reporting agreement for student criminal offenses entered into by the Parties.

20. Compliance with Laws. The Parties shall comply with all applicable laws, ordinances, rules, regulations and codes in performing their respective obligations hereunder.

21. Access to Records.

A. School District Records. The Parties acknowledge and agree that all student, personnel, medical, and School District-related business records generated by District employees or students shall be the property of the School District. The Parties agree to comply with all state and federal laws, including, but not limited to, the *Illinois School Student Records Act* (105 ILCS 10/1 *et seq.*), the *Illinois Mental Health and Developmental Disabilities Confidentiality Act* (740 ILCS 110/1 *et seq.*), the federal *Family Educational Rights and Privacy Act* (20 U.S.C. § 1232g; 34 C.F.R. Part 99), *Health Insurance Portability and Accountability Act of 1996* (45 C.F.R. Parts 160 and 164), the *Illinois Personnel Records Review Act* (820 ILCS 40/1 *et seq.*), and all rules and regulations governing the release of student, personnel, and medical records. In the performance of SRO duties, the SRO may have access to personally identifiable information (“PII”) in student records at the discretion of the School District under the standards outlined in Exhibit C to this Agreement. Notwithstanding the termination of this Agreement for any reason, the confidentiality provisions of this Paragraph 21.A will continue in full force and effect following such termination. To the extent the SRO is engaged in the performance of law enforcement duties in which the SRO does not have a legitimate *educational* interest in a student (such as investigation of matters unrelated to the school environment), the SRO will not have access to students and student records as a “school official,” but may have access to students and students records under the protocols normally pertaining to law enforcement officers outside of this Agreement.

B. City Records. The Parties acknowledge and agree that all records generated by the SRO in connection with the performance of services under this Agreement may constitute law enforcement records. In accordance with law, all records generated and maintained solely by the SRO and the City shall not constitute student records. If the SRO utilizes a body camera, it shall be used in accordance with the *Law Enforcement Officer-Worn Body Camera Act* (50 ILCS 701/10-1 *et seq.*) and other applicable federal and Illinois law. Prior to the SRO’s use of a body camera in the School District, the City shall provide to the School District a copy of the Police Department’s written policy regarding the use of body cameras adopted in accordance with the foregoing Act, including, but not limited to, the Police Department’s policy for when the cameras will be turned on while the officer is on duty in the schools and the expectations of privacy of the School District’s students, invitees, and employees, and the School District and City shall determine appropriate procedures for flagging recordings related to incidents in the schools for retention by the City and for access by the School District as otherwise allowed by law. Prior to use of body cameras in the School District, the City will provide written information and training to appropriate school employees concerning the objectives

and procedures for the use of body cameras in the School District. If the SRO is equipped with a body camera, he/she shall be trained in the operation of the equipment prior to its use.

C. Other Applicable Agreements. This Agreement shall be interpreted in conjunction with other applicable agreements in effect between the School District and the City.

22. Insurance. Each party shall keep in force at all times during the term of this Agreement, Commercial General Liability Insurance, on an occurrence basis, with limits of not less than \$3,000,000 per occurrence and in the aggregate. Within seven (7) days of the last Party's execution of this Agreement, each Party shall furnish to the other a certificate of the insurance evidencing the insurance required under this Agreement. Each party may satisfy the insurance obligations under this Paragraph by utilizing excess or umbrella insurance. For purposes of this Paragraph, insurance may be provided through a self-insured intergovernmental risk pool or agency. Each Party shall name the other party's Indemnitees (as defined in Paragraph 23) as additional insureds on all insurance required hereunder. To the fullest extent permitted by each insurance policy and without invalidating any coverage thereunder, the Parties waive any right of subrogation that they or any of their agents may have against any of the other Party's Indemnitees.

23. Mutual Indemnification. The School District shall indemnify and hold the City and its officers, agents, and employees ("City Indemnitees") harmless from any and all liabilities, losses, costs, demands, damages, actions or causes of action, including reasonable attorney's fees arising out of, proximately caused by or incurred by reason of any of negligent or willful and wanton acts or omissions of the School District and its employees related to this Agreement; subject, however, to any defenses or limitations of liability permitted under the *Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1 et seq.)*, or otherwise provided by law.

The City shall indemnify and hold the School District, its individual Board member, agents, and employees ("District Indemnitees") harmless from any and all liabilities, losses, costs, demands, damages, actions or causes of action, including reasonable attorneys' fees arising out of, proximately caused by or incurred by reasons of any negligent or willful and wanton act or omission by the SRO, or breach of this Agreement; subject, however, to any defenses or limitations of liability permitted under the *Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1 et seq.)*, or otherwise provided by law.

24. Notices. All notices required or permitted under this agreement shall be in writing and shall be deemed delivered in person or deposit in the United States mail, postage prepaid, addressed as follows:

City of St. Charles:

Chief James Keegan
St. Charles Police Department
211 North Riverside Ave.
St. Charles, IL 60174

School District 303

Superintendent Dr. Jason Pearson
Community Unit School District 303
201 South 7th Street
St. Charles, IL 60174

25. Entire Agreement. This agreement contains the entire agreement of the parties hereto and there are no other promises or conditions or any other agreement whether oral or written. This agreement supersedes any prior written or oral agreements or negotiations between the parties.

26. Amendment. This agreement may be modified or amended only through a written amendment executed by both parties hereto.

27. Severability. If any provision of this agreement shall be held to be void, invalid or unenforceable for any reason, the remaining provisions shall remain in full force and effect.

28. Waiver of Contractual Right. The failure of either party to enforce any provision of this agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this agreement.

29. Applicable Law. This agreement shall be governed by the laws of the State of Illinois. Any action brought pursuant to this agreement shall be brought in the Circuit Court of Kane County, Illinois.

IN WITNESS WHEREOF, the parties hereto have executed this agreement at St. Charles, Illinois on the date first written above.

COMMUNITY UNIT SCHOOL
DISTRICT 303

CITY OF ST. CHARLES

By  _____

By _____
Mayor

Attest:

2-6-19

City Clerk

**EXHIBIT A
TO THE
AGREEMENT FOR POLICE SERVICES
BY AND BETWEEN
THE BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 303
AND
THE CITY OF ST. CHARLES, ILLINOIS
QUALIFICATIONS AND TRAINING OF THE SRO**

1. Be a certified police officer with the Police Department;
2. Have at least three (3) years of experience working as a police officer, sheriff's deputy, or other law enforcement position acceptable to the School District;
3. Have experience working with youths;
4. Have strong verbal, written, and interpersonal skills, including public speaking;
5. Have completed the following training regarding the duties and responsibilities of a school resource officer:
 - a. Prior to January 1, 2021, either:
 - i. Certification through the Illinois Law Enforcement Training and Standards Board as a Juvenile Police Officer under 705 ILCS 405/1-3(17); or
 - ii. The Basic School Resource Officer Course provided by the National Association of School Resource Officers.
 - b. Commencing on January 1, 2021 (provided the agreement is still in effect), either:
 - i. Certification through the school resource officer course provided by the Illinois Law Enforcement Training and Standards Board under 50 ILCS 705/10.22; or
 - ii. If acceptable to the School District, one of the certifications in Paragraph 5(a) above, provided the Police Department certifies that the school resource officer has prior experience and training which satisfies the training requirement in 5(b)(i).
6. Possess a sufficient knowledge of the applicable Federal and State laws, County ordinances, and Board policies and regulations;
7. Be able to function as a strong role model for students in the School District; and
8. Possess an even temperament and set a good example for students.

**EXHIBIT B
TO THE
AGREEMENT FOR POLICE SERVICES
BY AND BETWEEN
THE BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 303
AND
THE CITY OF ST. CHARLES, ILLINOIS
DUTIES OF THE SRO**

The SRO shall perform the following duties with due diligence and to the best of his/her ability:

1. Serve as a counselor and/or referral source for students with problems in which the SRO's law enforcement expertise may be helpful;
2. Provide and encourage programs and presentations designed to promote student and faculty understanding of the law and other public safety issues with the intended goal of allowing young people to become better informed and effective citizen within and outside the academic environment, including conducting presentations and/or trainings on law, law enforcement issues, individual liberties and social responsibilities;
3. Be available to students, faculty, parents, and School and community organizations as a resource;
4. Work with parents, law enforcement, and social service agencies on matters that may affect the School;
5. Work cooperatively with other law enforcement agencies, including neighboring law enforcement entities, to fulfill the duties described hereunder;
6. Enforce State and Local criminal laws and ordinances and to take appropriate action in response to violations of the law;
7. When feasible, officers are encouraged to maintain a high level of visibility during school entrance and dismissal times as well as during passing periods;
8. Meet with building administrators to advise them of potentially dangerous situations and plan for the safe resolution of those situations;
9. Follow building and district behavior policies, deferring to school administration for discipline and enforcement of student handbook and policies, referring students for further law enforcement processing when requested by the School District or required by law, and using law enforcement authority in necessary situations;
10. Protect school property, students, school personnel and visitors from criminal activity by patrolling the school building and grounds and attending school functions during and outside the school day (athletic events, dance, parent-teacher conferences) as reasonably required;

11. Assist in the development, review, and implementation of the School District Emergency Plan;
12. Present lessons in appropriate courses, as requested by the School District (e.g., driver's education, government);
13. Serve as a liaison between the Schools and the Police Department;
14. Assist with safety and emergency drills pursuant to the School Safety Drill Act, including specifically observing the active-shooter law enforcement drill as required by that Act;
15. Assist the school administration in the development of plans and strategies which minimize dangerous situations including those related to student or community unrest which impact the schools;
16. Provide students and their families, administrators, staff and faculty with information concerning various community support agencies, including;
17. Provide students and their families, administrators, staff and faculty with information concerning various community support agencies, including:
 - a. family counseling services
 - b. drug and alcohol treatment facilities
 - c. psychological services
 - d. legal assistance
 - e. others which may be appropriate under given circumstances;
18. The SRO shall provide information, records, and testimony when the SRO is directly involved in an incident and when requested by the School District administration for student expulsion proceedings; and

Notwithstanding the above, the Parties acknowledge that the SRO is responsible for criminal law issues, not school discipline issues. Thus, absent a real and immediate threat to student, teacher, or public safety, incidents involving public order offenses including, but not limited to, disorderly conduct; disturbance/disruption of the Schools or public assembly; trespass; loitering; profanity; and fighting that does not involve immediate physical injury or a weapon, shall be considered school discipline issues to be solely handled by School officials, rather than criminal law issues warranting formal law enforcement intervention (e.g., issuance of a criminal citation, ticket, or summons, filing of a delinquency petition, referral to a probation officer, or actual arrest). If the SRO becomes aware of a student discipline issue, he/she shall refer the issue to the School's principal. If the SRO does proceed with law enforcement actions, he/she shall adhere to School Board policy, police policy and legal requirements with regard to investigations, interviews of students and arrests of students that occur or are planned to occur on School District property.

The City and the School District acknowledge that the SRO must receive appropriate and current training in order to fulfill his/her duties as a school resource officer. As a result, the Parties shall work

2-6-19

cooperatively to ensure the SRO receives appropriate in-service training, such as updates in the law, in-service firearm training, and training specific to the duties of a school resource officer and working with high school age students. With City approval, the School District may also require the SRO to attend other relevant trainings, including but not limited to, trainings about appropriate use of restraint involving special needs students, use of opioid antagonists, in Board policies, and the School District's regulations and procedures.

**EXHIBIT C
TO THE
AGREEMENT FOR POLICE SERVICES
BY AND BETWEEN
THE BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 303
AND
THE CITY OF ST. CHARLES, ILLINOIS
SRO ACCESS TO STUDENT RECORDS**

The SRO may have access to student records and personally identifiable information (“PII”) in student records at the discretion of the School District as follows:

1. The SRO may have access to directory information of students as needed to perform duties.
2. The SRO may have access to live feed of security cameras in the School District pursuant to authorization of the Superintendent or Principal. Recorded camera footage may constitute student record information if identifiable students are the focus of the footage. As such, recorded camera footage will be treated as student record information pursuant to Paragraph 21.A.3 below.
3. The SRO may have access to other (non-directory) student record information pursuant to the following legal guidelines, as interpreted and approved by the Superintendent or Principal:
 - i The SRO may receive PII from the School District as a “school official” performing SRO duties under this Agreement when the SRO has a direct and legitimate *educational* interest in the student. A “legitimate educational interest” shall include promoting school safety and physical security of the students. The PII must remain under the direct control of the School District, and the SRO may use information obtained as a school official only for the purposes for which it is obtained, and will not disclose such information to third parties, including other employees of the Police Department who are not acting as school officials, unless consent of the parent (or student age 18 or older) is obtained or an exception to the statutory consent rule applies; and

- ii.) The SRO may receive from the School District PII related to student criminal activity pursuant to an applicable reciprocal reporting agreement entered into between the School District and the City (“Reciprocal Reporting Agreement”), when necessary for the discharge of his official duties to effectively serve, prior to adjudication, the student whose records are released. Such a record release is subject to the terms of the Reciprocal Reporting Agreement, and the SRO will not disclose that information to third parties outside the Police Department; and
- iii.) in an emergency, as determined by the Superintendent or School Principal.



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 6.a

Title:

Presentation of Langum Park Corridor Improvement Project by River Corridor Foundation of St. Charles

Presenter:

River Corridor Foundation - John Rabchuk
Staff – Chris Adesso

Meeting: Government Services Committee

Date: February 25, 2019

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Presentation of the Langum Park Corridor Improvement Project by John Rabchuk of the River Corridor Foundation of St. Charles.

Attachments *(please list):*

*Langum Park Trail Master Plan

Recommendation/Suggested Action *(briefly explain):*

Presentation – for information only.

January 10, 2019

River Corridor Foundation of St. Charles

To Whom It May Concern,

While the City of St. Charles continues to investigate the potential of the Active River Project-River Park, the River Corridor Foundation of St. Charles (RCF) is investigating projects that we can take on quickly to further our goal of enhancing and improving the river edge thru town. The RCF is keen on maintaining “Momentum” as stressed in the Fox River Corridor Master Plan 2015 Update.

We have identified the area on the east side of the Fox River along Langham Park as an area for us to focus our efforts. We have identified this as the “Langham Park Corridor”. We are including a preliminary master plan for this area showing possible future projects that could be undertaken by RCF or other civic groups. Future projects could include but not necessarily be limited to:

1. Replacement of benches and waste receptacles to match those on the “Freedom Trail”
2. Addition of way-finding and informational signage
3. Provide paved ADA access to the river’s edge where feasible
4. Provide shoreline stabilization at access points implementing “Rock Outcroppings” similar to those used elsewhere along the river
5. Enhance landscaping to add color and texture
6. Provide areas for future sculpture installations
7. Address drainage issues by incorporating “Bio-Swales” using native plantings
8. Investigate a safer trail crossing of Route 25 that is more visible and protected with signage

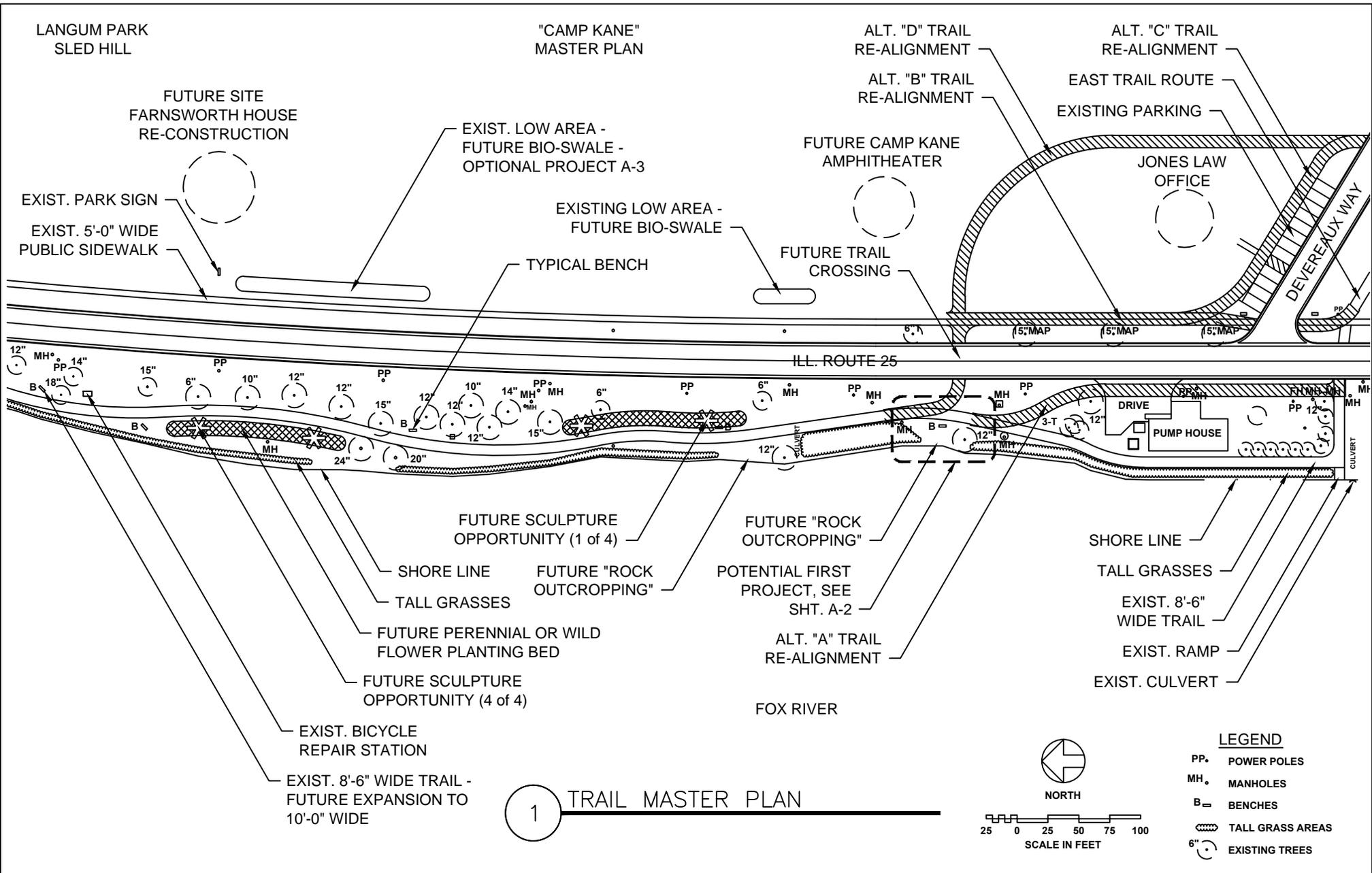
The first area that RCF is considering is the first fishing area just north of the City Pumping Facility. We would incorporate a new bench and waste receptacle, hard surface pavement from the existing trail to the shoreline. At the shoreline, we could incorporate a length of “Rock Outcropping” to provide stepped access to the waterline. Additional landscaping might also be included.

This area is heavily used and would be a good demonstration project to be used elsewhere along the Fox. RCF would incorporate details from other successful City projects as well as the recent installations at Ferson Creek Park. Maintaining a consistent design style throughout the Fox River Corridor is important.

We have met with Mark Koenen and Peter Suhr of the City and Laura Rudow of the Park District to share our thoughts and are now here to share with the City Council. We welcome your ideas and comments as well.

Thank you,

James Enck
Project Committee – River Corridor Foundation of STC

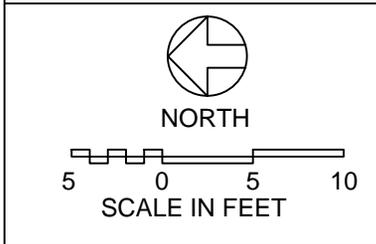
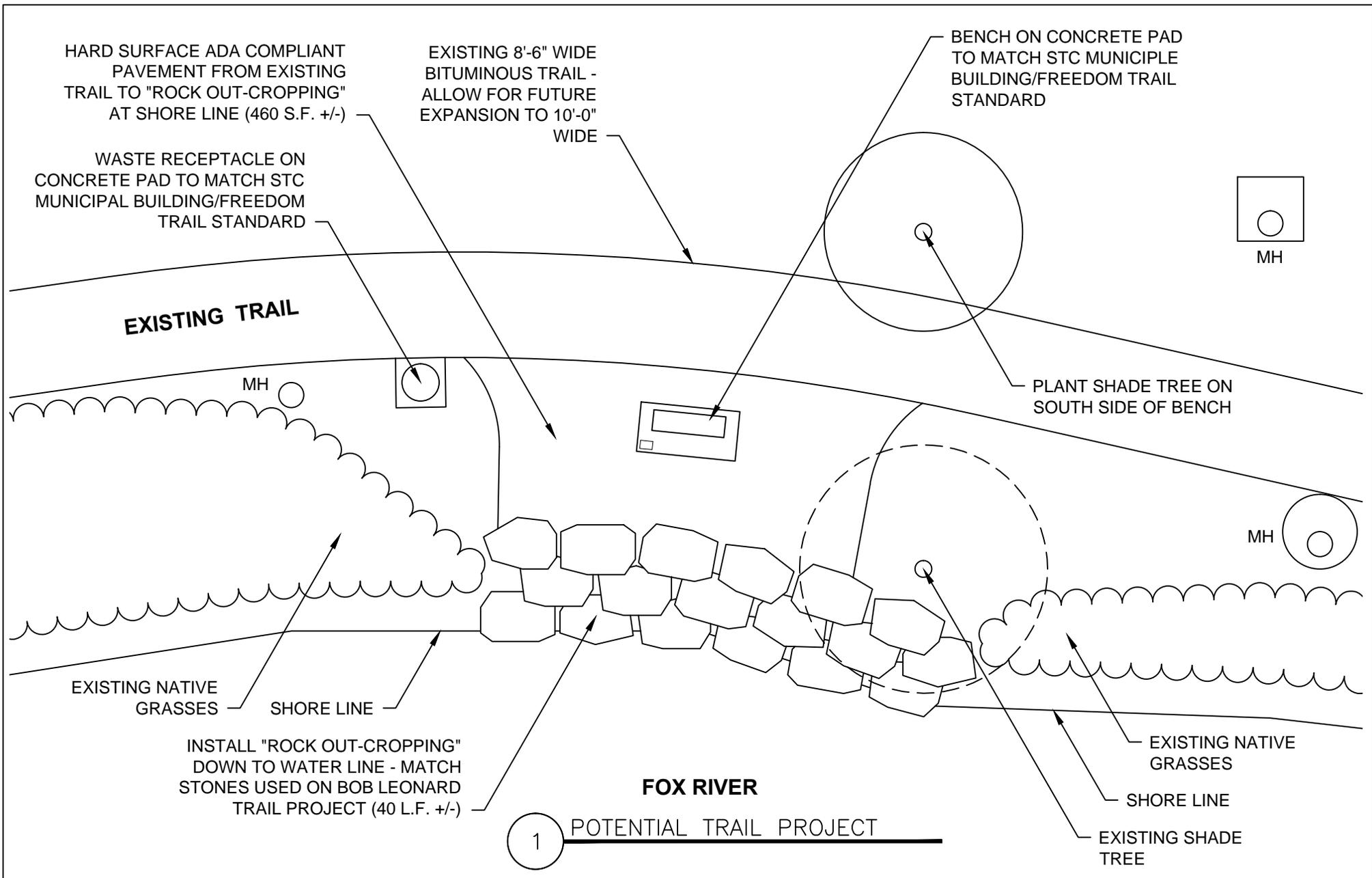


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| Subject: | LANGUM PARK CORRIDOR - ROUTE 25 TRAIL | |
| Project: | RIVER CORRIDOR FOUNDATION OF ST. CHARLES | |

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| Date: | 2/11/2019 |
| Scale: | AS SHOWN |
| Revision: | |
| Project No.: | |
| Drawing No.: | |

Sketch No.:

A-1



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| Subject: | LANGUM PARK CORRIDOR - ROUTE 25 TRAIL | |
| Project: | RIVER CORRIDOR FOUNDATION OF ST. CHARLES | |

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| Date: | 2/11/2019 |
| Scale: | AS SHOWN |
| Revision: | |
| Project No.: | |
| Drawing No.: | |

Sketch No.:

A-2



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 6.b

Title:

Consideration of Communications Equipment Installation on the Red Gate Water Tower

Presenter:

Tim Wilson

Meeting: Government Services Committee

Date: February 25, 2019

Proposed Cost: \$0

Budgeted Amount: \$0

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Since the final completion of the Red Gate water tower over a year ago, the City has been approached by several wireless vendors wanting to install antennas on the tower. In January 2019 the construction warranty on the water tower expired and staff would like the Government Services Committee to provide some direction as to the desire to have antennas installed on the Red Gate water tower. It is important to note that unlike the Small Cell Wireless Facilities Standards that was presented to you in January 2019, the installation of communications equipment on the water tower is not mandated by a state Act.

Some benefits of partnering with the wireless carriers are additional lease income for the City and increased wireless coverage for our residents. Based off of our current lease agreements and depending on the number of antennas it is estimated the annual income for the Red Gate tower would be in the range of \$30,000 - \$60,000. An example coverage map is provided as part of the presentation to Committee.

Potential drawback and concerns associated with the installation are the look of antennas on the stem and the top of the water tower; also maintenance by the cell companies after they have installed the equipment has traditionally been lax resulting in additional work for the City. As a result of these concerns, staff has a neutral position with the addition of antennas on the Red Gate water tower. The City has previously allowed the installation of wireless equipment to our Campton Hills and Tenth Street water towers.

If the desire of the Committee is to proceed with the addition of wireless antennas to the Red Gate tower, Staff will proceed with obtaining proposals from a variety of vendors. It is estimated that proposals, contract negotiations, design and construction will take about a 1 ½ years to complete. Typically all of the City's costs to proceed are covered by the required fees to the carriers. However, this process will require a great deal of staff and contracted professional services costs, therefore, Staff is asking the Committee to provide a recommendation to proceed prior to embarking in the long process.

Attachments *(please list):*

None

Recommendation/Suggested Action *(briefly explain):*

For information only – Staff is seeking the Committee's direction on whether to obtain proposal for the installation of wireless communications equipment on the Red Gate water tower.



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 6.c

Title: Recommendation to Approve Notice of Award for the 7th and Division Lift Station Project

Presenter: Tim Wilson

Meeting: Government Services Committee

Date: February 25, 2019

Proposed Cost: \$642,500

Budgeted Amount: \$724,000

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Staff is requesting approval of a Notice of Award by the City Council for the 7th and Division Lift Station.

Bids were opened on October 23th and have been reviewed by Staff and Trotter and Associates, Inc. and Marc Kresmery Construction from Elgin is the low bidder in the amount of \$642,500. Construction costs have been budgeted and we have received a preauthorized loan approval for IEPA.

At the November Government Services meeting City Council approved the Notice of Intent. The IEPA has conducted their review of the bid, contract and associated loan documents. The IEPA has authorized the City to proceed with Marc Kresmery Construction on the project. Construction costs have been budgeted and we have received a preauthorized loan approval for IEPA.

This document secures the “Award” of the project to Marc Kresmery Construction and allows the City to move to the next step in the construction process.

There is a second item on the agenda for the notice to “Proceed” as required by the IEPA.

Attachments *(please list):*

* IEPA Notice of Award

Recommendation/Suggested Action *(briefly explain):*

Recommendation to Approve Notice of Award to Marc Kresmery Construction for the 7th and Division Lift Station Project in the amount of \$642,500 and a Resolution authorizing the Mayor and Clerk to execute the same on behalf of the City of St. Charles.

SECTION 00 51 00 – NOTICE OF AWARD

Date: January 21, 2019

To: Marc Kresmery Construction, LLC
1725 Weld Road
Elgin, IL 60123
847-429-0909

Project: S. 7th Avenue & Division Street Lift Station – City of St. Charles, Illinois
Job Number: STC-112

The OWNER has considered the BID submitted by you for the above described WORK in response to its Advertisement for Bids and Information for Bidders.

You are hereby notified that your bid has been accepted for items in the amount of **Six Hundred Forty-Two Thousand Five Hundred Dollars and zero cents (\$642,500.00)**.

You are required by the information for Bidders to execute the Agreement and furnish the required CONTRACTOR’S Performance BOND, Payment BOND and certificates of insurance within ten (10) calendar days from the date of this Notice indicated above.

If you fail to execute said agreement and to furnish said BONDS within ten (10) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER’S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this 21st day of **January, 2019**.

Raymond Rogina, Mayor

Receipt of the above NOTICE OF AWARD is hereby acknowledged by Marc Kresmery Construction, LLC this ____ day of _____, 2019.

Name: _____
Title: _____

END OF SECTION 00 51 00

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**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6.d

Title:

Recommendation to Approve Notice to Proceed and Contract Agreement for the 7th and Division Lift Station Construction Project

Presenter:

Tim Wilson

Meeting: Government Services Committee

Date: February 25, 2019

Proposed Cost: \$642,500

Budgeted Amount: \$724,000

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

Staff is requesting approval of a Notice to Proceed and Contract Agreement by the City Council for the 7th and Division Construction Project. This agenda item is associated with the Notice to Award, and is a house keeping item for the IEPA procedure.

Bids were opened on October 23rd and have been reviewed by Staff and Trotter and Associates, Inc. and Marc Kresmery Construction from Elgin is the low bidder in the amount of \$642,500.

Construction costs have been budgeted and we have received a preauthorized loan approval for IEPA.

At the November Government Services meeting, City Council approved the Notice of Intent. The IEPA has conducted their review of the bid, contract and associated loan documents. The IEPA has authorized the City to proceed with Marc Kresmery Construction on the project. Construction costs have been budgeted and we have received a preauthorized loan approval for IEPA.

These documents give Marc Kresmery Construction the direction to "Proceed" with the construction project which is anticipated to start this spring.

Attachments *(please list):*

*Contract Agreement *Notice to Proceed

Recommendation/Suggested Action *(briefly explain):*

Recommendation to Approve Notice to Proceed and Contract Agreement to Marc Kresmery Construction for the 7th and Division Lift Station Project in the amount of \$642,500 and a Resolution authorizing the Mayor and Clerk to execute the same on behalf of the City of St. Charles.

SECTION 00 52 00 AGREEMENT

THIS AGREEMENT is dated as the ____ day of _____ in the year **2019** by and between the City of St. Charles, Illinois (hereinafter called OWNER) and **Marc Kresmery Construction, LLC** (hereinafter called CONTRACTOR).

OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Article 1. WORK

CONTRACTOR shall complete all WORK as specified or indicated in the Contract Documents. WORK is generally described as follows:

A. Demolition

1. Concrete sidewalk.
2. Lift Station – pipe, pumps, control panel and enclosure, etc.

B. Site Work

1. Site grading and earthwork.
2. Paving and restoration.
3. Site piping (sanitary force main, sanitary sewer).
4. Site electrical and gas.
5. Stormwater pollution prevention plan (SWPPP).

C. Lift Station Replacement

1. Installation of a new lift station structure.
2. Installation of a new valve vault structure.
3. Installation of a new meter vault structure.
4. Installation of new lift station control panel, electrical support systems, and enclosure.

Article 2. ENGINEER

Trotter and Associates, Inc. of St. Charles, Illinois (hereinafter called ENGINEER) will assume all duties and responsibilities and will have the rights and authority assigned to ENGINEER in the Contract Documents in connection with completion of the WORK in accordance with the Contract Documents.

Article 3. CONTRACT TIME

All WORK shall be substantially complete within **Two Hundred Thirty (230) calendar days** after the date when the Contract Time commences to run as indicated in the Notice to Proceed and provided in Paragraph 2.03 of the General Conditions. All work shall be at Final Completion and ready for Final Payment in accordance with Paragraph 14.07 of the General Conditions within **Two Hundred Sixty (260) calendar days** of the date when Contract Time commences to run.

- A. Liquidated Damages. OWNER and CONTRACTOR recognize that time is of the essence of this Agreement and that OWNER will suffer financial loss if the WORK is not completed within the time specified in Paragraph 3 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays, expense and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by OWNER if the WORK is not completed on time. Accordingly, instead of requiring any such proof, OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER **Five Hundred dollars and zero cents (\$500.00)** for each day that expires after the time specified in Paragraph 3 for Substantial Completion until the work is fully operational and tested. The CONTRACTOR shall pay the OWNER an additional **Five Hundred dollars and zero cents (\$500.00)** for each day that expires after the time specified in Article 3 for final completion until the work is accepted by the OWNER. Aggregate damages for time expired, past the time of final completion shall then be **One Thousand dollars and zero cents (\$1,000.00)**. At the option of the ENGINEER and OWNER damage amounts may be deducted, on a monthly basis, from the contract balance.
- B. The contract time may be changed only by a change order. For each change order, CONTRACTOR shall submit to the Engineer for review, sufficient reason for delay to enable the Engineer to ascertain the necessity and reasonableness of the delay, and the allowability and eligibility of delay proposed.

Article 4. CONTRACT PRICE

OWNER shall pay CONTRACTOR for performance of the WORK in accordance with the Contract Documents in current funds as follows

- A. Payment shall be made on the basis of the monthly estimates of partial completion, approved by the ENGINEER, except as otherwise provided in the detailed specifications for each class of WORK.
- B. The contract price may be changed only by a change order. For each change order, CONTRACTOR shall submit to the Engineer for review, sufficient cost and pricing data to enable the Engineer to ascertain the necessity and reasonableness of costs and amounts proposed, and the allowability and eligibility of costs proposed.

Article 5. PAYMENT PROCEDURES

CONTRACTOR shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by the ENGINEER as provided in the General Conditions.

- A. Progress Payments. OWNER shall make progress payments on account of the Contract Price on the basis of CONTRACTOR's Applications for Payment as recommended by ENGINEER. All progress payments will be on the basis of the progress of the WORK estimated by the ENGINEER.
 - 1. Prior to Substantial Completion progress payments will be in an amount equal to 90% of the WORK completed, and 90% of materials and equipment not incorporated in the WORK but delivered and suitably stored, less in each case the aggregate of payments previously made.

2. Upon Substantial Completion and thereafter, OWNER shall pay an amount sufficient to increase total payments to CONTRACTOR to 95% of the Contract Price, less such amounts as ENGINEER shall determine in accordance with Paragraph 14.07 of the General Conditions.

B. Final Payment. Upon final completion and acceptance of the WORK in accordance with Paragraph 14.07 of the General Conditions, OWNER shall pay the remainder of the Contract Price as recommended by ENGINEER as provided in said Paragraph 14.07.

Article 6. CONTRACTOR'S REPRESENTATIONS

In order to induce OWNER to enter into this Agreement CONTRACTOR makes the following representation:

- A. CONTRACTOR has familiarized himself with the nature and extent of the Contract Documents, WORK, locality, and with all local conditions and federal, state and local laws, ordinances, rules and regulations that in any manner may affect cost, progress or performance of the WORK.
- B. CONTRACTOR has studied carefully all available reports of investigations and tests of subsurface and latent physical conditions at the site or otherwise affecting cost, progress or performance of the WORK which were relied upon by ENGINEER in the preparation of the Drawings and Specifications and which have been identified in the Supplementary Conditions.
- C. CONTRACTOR has made or caused to be made examinations, investigations and tests and studies of such reports and related data in addition to those referred to in Paragraph 6.2 as he deems necessary for the performance of the WORK at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports or similar data are or will be required by CONTRACTOR for such purposes.
- D. CONTRACTOR has correlated the results of all such observations, examinations, investigations, tests, reports and data with the terms and conditions of the Contract Documents.
- E. CONTRACTOR has given ENGINEER written notice of all conflicts, errors or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR.
- F. CONTRACTOR shall warrant that no person or selling agency has been employed or retained to solicit or secure the contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee. For breach or violation of this warranty, the OWNER shall have the right to annul the contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.
- G. The award or execution of all subcontracts by a prime CONTRACTOR and the procurement and negotiation procedures used by such prime CONTRACTOR in awarding or executing subcontracts shall comply with:
 - 1. All provisions of federal, State and local law,
 - 2. All provisions of Illinois Administrative Code Title 35 Part 365 regarding fraud and other unlawful or corrupt practices;

3. All provisions of Illinois Administrative Code Title 35 Part 365 with respect to access to facilities, records and audit or records; and
 4. All provisions of Illinois Administrative Code Title 35 Part 365 that require a “Certification Regarding Debarment, Suspension, and Other Responsibility Matters” (EPA Form 5700-49) showing compliance with federal Executive Order 12549.
- D. CONTRACTOR shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. CONTRACTOR shall carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the CONTRACTOR to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

Article 7. CONTRACT DOCUMENTS

The Contract Documents which comprise the entire agreement between OWNER and CONTRACTOR are attached to this Agreement, made a part hereof and consist of the following:

- A. This Agreement (Pages 1 to 6, inclusive).
- B. Exhibits to this Agreement
- C. IEPA Guidelines
- D. Payment and Performance Bonds
- E. Notice of Intent to Award
- F. Notice of Award
- G. Notice to Proceed
- H. General Conditions
- I. Supplementary Conditions
- J. Section 00 43 43 - Wage Rates Form
- K. Specifications bearing the title “S. 7th Avenue & Division Street Lift Station – City of St. Charles, Illinois” as prepared by Trotter and Associates, Inc.
- L. Drawings, consisting of a cover sheet and all sheets as designated in SECTION 00 01 15 – List of Drawing Sheets, with each sheet bearing the title “S. 7th Avenue & Division Street Lift Station – City of St. Charles, Illinois” as prepared by Trotter and Associates, Inc.
- M. Addenda No’s 1 to 2, inclusive.
- N. CONTRACTOR’s Proposal (Pages 1 to 8, inclusive).
- O. Documentation submitted by CONTRACTOR prior to Notice of Award.
- P. Any modification, including Change Orders, duly delivered after execution of Agreement.

There are no Contract Documents other than those listed above in this Article 7. The Contract Documents may only be altered, amended or repealed pursuant to Section 3.04 of the General Conditions.

Article 8. MISCELLANEOUS

- A. Terms used in this Agreement which are defined in Article 1 of the General Conditions shall have the meanings indicated in the General Conditions.
- B. No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction

may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

- C. OWNER and CONTRACTOR each binds himself, his partners, successors, assigns and legal representatives to the other party hereto, his partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.
- D. All claims, counter-claims, disputes and other matters in question between the OWNER and the CONTRACTOR arising out of, or relating to this Agreement or the breach of it will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State of Illinois.

Article 9. OTHER PROVISIONS

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in triplicate. One counterpart each has been delivered to OWNER, CONTRACTOR and ENGINEER. All portions of the Contract Documents have been signed or identified by OWNER and CONTRACTOR.

This Agreement becomes effective as of _____, 2019.

OWNER
CITY OF ST. CHARLES, ILLINOIS

CONTRACTOR
MARC KRESMERY CONSTRUCTION, LLC

by _____
Raymond Rogina, Mayor

by _____
Marc Kresmery, Manager

(Corporate Seal)

(Corporate Seal)

Attested

Attested

by _____
Nancy Garrison, City Clerk

by _____
Deborah Ventre, Office Manager

(Notary Seal)

Address for Giving Notices

Address for Giving Notices

City of St. Charles
2 E. Main Street
St. Charles, IL 60174

Marc Kresmery Construction, LLC
1725 Weld Road
Elgin, IL 60123
847-429-0909

END OF SECTION 00 52 00

SECTION 00 55 00 – NOTICE TO PROCEED

Date: February 11, 2019

To: Marc Kresmery Construction, LLC
1725 Weld Road
Elgin, IL 60123
847-429-0909

Project: S. 7th Avenue & Division Street Lift Station – City of St. Charles, Illinois

Job Number: STC-112

Owner: City of St. Charles, IL

You are hereby notified that the contract time for the above referenced project commences to run on _____ . On this date you are to start performing your obligations under the Contract Documents. In accordance with Article 3 of the Agreement the dates of Substantial Completion shall be _____ and Final Completion shall be _____ .

You are required to return an acknowledged copy of this NOTICE TO PROCEED to the OWNER.

Dated this ____ day of _____, 2019.

Raymond Rogina, Mayor

ACCEPTANCE OF NOTICE TO PROCEED

Receipt of the above NOTICE TO PROCEED is hereby acknowledged by _____ this the ____ day of _____, 2019.

Name: _____
Title: _____

END OF SECTION 00 55 00

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**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6.e

Title:

Recommendation to Approve Remaining Construction Costs and Guaranteed Maximum Price Proposal (GMP) for the Police Station Project

Presenter:

Peter Suhr, Jim Keegan, Chris Minick, Riley Construction

Meeting: Government Services Committee

Date: February 25, 2019

Proposed Cost: \$2,339,085

Budgeted Amount: \$2,339,085

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

From November 2017 through November 2018, construction for the new Police Station was bid in six separate Bid Packages in an effort to keep construction progress moving forward and total project costs as low as possible. Based on the current status of the construction project and projected final costs, the process has been a success.

To date, all six separate construction Bid Packages have been approved by City Council leaving only Post Bid Costs, Contingencies, Insurances, Bonding and Fee's left remaining for Committee and Council approval. These remaining costs are identified in a contractual agreement between the City of St. Charles and Riley Construction known as a Guaranteed Maximum Price Proposal (GMP). The GMP Proposal is a condition of the AIA Document A133 (Standard Form of Agreement Between the Owner and Construction Manager as Constructor), which was approved by City Council in November 2017. The GMP is the sum of the Construction Manager's estimate of the Cost of Work, including contingencies and the Construction Manager's Fee. Project Contingencies have been discussed and accepted by City Staff, Riley Construction and FGM Architects. The Construction Manager's Fee is based on a percentage of the total construction costs and was established as part of the original agreement, therefore already approved.

In addition, City Staff is pleased to announce that the projected total project costs, based on the GMP, continue to trend down from our Design Development Estimate presented in May 2018. Current total project construction costs identified in the GMP are about \$224,000 less than projected at our last committee meeting in November 2018 and about \$500,000 less than our Design Development Estimate in May 2018.

Attachments *(please list):*

*Guaranteed Maximum Price Amendment (GMP) – AIA Document A133 – 2009 Exhibit A

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve Remaining Construction Costs and Guaranteed Maximum Price Proposal (GMP) for the Police Station Project with Riley Construction in the amount of \$2,339,085

AIA[®] Document A133[™] – 2009 Exhibit A

Guaranteed Maximum Price Amendment

for the following PROJECT:

(Name and address or location)

16-2234.01 St. Charles New Police Station
Project will be located at the former Valley Shopping Center, located at 1515 W. Main Street, St. Charles, IL 60174

THE OWNER:

(Name, legal status and address)

City of St. Charles Two East Main Street
St. Charles, IL 60174

THE CONSTRUCTION MANAGER:

(Name, legal status and address)

Riley Construction 1661 Feehanville Drive Suite 430
Mount Prospect, IL 60056

ARTICLE A.1

§ A.1.1 Guaranteed Maximum Price

Pursuant to Section 2.2.6 of the Agreement, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work, as that term is defined in Article 6 of this Agreement.

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed Twenty Three Million, One Hundred Seventy Thousand, Three Hundred Twenty Six Dollars and 00/100 (\$ 23,170,326.00), subject to additions and deductions by Change Order as provided in the Contract Documents.

§ A.1.1.2 Itemized Statement of the Guaranteed Maximum Price. Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, allowances, contingencies, alternates, the Construction Manager's Fee, and other items that comprise the Guaranteed Maximum Price.

(Provide below or reference an attachment.)

see Exhibit G – GMP Summary Dated February 16, 2019

§ A.1.1.3 The Guaranteed Maximum Price is based on the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:
(State the numbers or other identification of accepted alternates. If the Contract Documents permit the Owner to accept other alternates subsequent to the execution of this Amendment, attach a schedule of such other alternates showing the amount for each and the date when the amount expires.)

N/A

§ A.1.1.4 Allowances included in the Guaranteed Maximum Price, if any:

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201[™]-2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

(Identify allowance and state exclusions, if any, from the allowance price.)

| Item | Price (\$0.00) |
|-----------------------------|----------------|
| Steel Reserve Allowance | \$34,800.00 |
| Earthwork Reserve Allowance | \$36,800.00 |
| Landscape Reserve Allowance | \$34,100.00 |

§ A.1.1.5 Assumptions, if any, on which the Guaranteed Maximum Price is based:

N/A

§ A.1.1.6 The Guaranteed Maximum Price is based upon the following Supplementary and other Conditions of the Contract:

| Document | Title | Date | Pages |
|-----------|-------------|---------|-------|
| Exhibit G | GMP Summary | 2/16/19 | 1 |

§ A.1.1.7 The Guaranteed Maximum Price is based upon the following Specifications:
(Either list the Specifications here, or refer to an exhibit attached to this Agreement.)

| Section | Title | Date | Pages |
|-----------|----------------------|------|-------|
| Exhibit H | Project Document Log | | |

§ A.1.1.8 The Guaranteed Maximum Price is based upon the following Drawings:
(Either list the Drawings here, or refer to an exhibit attached to this Agreement.)

| Number | Title | Date |
|-----------|----------------------|------|
| Exhibit H | Project Document Log | |

§ A.1.1.9 The Guaranteed Maximum Price is based upon the following other documents and information:
(List any other documents or information here, or refer to an exhibit attached to this Agreement.)

Exhibit E – Equipment Rates
Exhibit F – Labor Rates
Exhibit G – GMP Summary
Exhibit H – Project Document Log
Exhibit I – Clarification Summary

ARTICLE A.2

§ A.2.1 The anticipated date of Substantial Completion established by this Amendment:

September 9, 2019

OWNER (Signature)

Peter J. Suhr Director of Public Works

(Printed name and title)

OWNER (Date)

CONSTRUCTION MANAGER (Signature)

Dan Sullivan Project Executive

(Printed name and title)

CONSTRUCTION MANAGER (Date)

Additions and Deletions Report for AIA® Document A133™ – 2009 Exhibit A

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 14:29:54 ET on 02/19/2019.

PAGE 1

16-2234.01 St. Charles New Police Station

Project will be located at the former Valley Shopping Center, located at 1515 W. Main Street, St. Charles, IL 60174

...

City of St. Charles Two East Main Street
St. Charles, IL 60174

...

Riley Construction 1661 Feehanville Drive Suite 430
Mount Prospect, IL 60056

...

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed Twenty Three Million, One Hundred Seventy Thousand, Three Hundred Twenty Six Dollars and 00/100 (\$ 23,170,326.00), subject to additions and deductions by Change Order as provided in the Contract Documents.

...

see Exhibit G – GMP Summary Dated February 16, 2019

...

N/A

PAGE 2

| | |
|------------------------------------|--------------------|
| <u>Steel Reserve Allowance</u> | <u>\$34,800.00</u> |
| <u>Earthwork Reserve Allowance</u> | <u>\$36,800.00</u> |
| <u>Landscape Reserve Allowance</u> | <u>\$34,100.00</u> |

...

N/A

...

| | | | |
|------------------|--------------------|----------------|----------|
| <u>Exhibit G</u> | <u>GMP Summary</u> | <u>2/16/19</u> | <u>1</u> |
|------------------|--------------------|----------------|----------|

...

Exhibit H

Project Document Log

...

Exhibit H

Project Document Log

...

Exhibit E – Equipment Rates

Exhibit F – Labor Rates

Exhibit G – GMP Summary

Exhibit H – Project Document Log

Exhibit I – Clarification Summary

...

September 9, 2019

...

Peter J. Suhr Director of Public Works

Dan Sullivan Project Executive

...

OWNER (Date)

CONSTRUCTION MANAGER (Date)

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, _____, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 14:29:54 ET on 02/19/2019 under Order No. 2266952928 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A133™ – 2009 Exhibit A, Guaranteed Maximum Price Amendment, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)

Time and Material Equipment Rates
June 1, 2018 - May 31, 2019

Exhibit E

| ID | EQUIPMENT BILLING RATE PER | HOUR | DAY | WEEK | MONTH | OTHER |
|--|---------------------------------|----------|-----------|-------------|-------------|----------------------------|
| PHONES | | | | | | |
| N/A | CELL AND BASIC PHONES | \$ 0.35 | | | | |
| TRUCKS | | | | | | |
| 101 | LARGE DELIVERY TRUCK | \$ 60.00 | | | | |
| 102 | SMALL DELIVERY TRUCK | \$ 30.00 | | | | |
| 103 | PICKUP TRUCK | | \$ 70.00 | | | |
| 108 | DELIVERY TRAILER | \$ 30.00 | | | | |
| TRAILERS | | | | | | |
| 104 | OFFICE TRAILER | | | | \$ 450.00 | |
| 106 | SEA CONTAINER | | | | \$ 175.00 | |
| 107 | CREW TRAILER | | | | \$ 250.00 | |
| LIFT & EXCAVATING EQUIPMENT | | | | | | |
| 201 | LARGE TELEHANDLER | | \$ 720.72 | \$ 1,964.59 | \$ 4,308.19 | |
| 206 | UNILoader | | \$ 302.76 | \$ 946.54 | \$ 2,346.67 | |
| 207 | UNILoader ATTACHMENT | | \$ 193.54 | \$ 544.32 | \$ 1,455.55 | |
| 208 | LOADALL | | \$ 475.78 | \$ 1,220.69 | \$ 2,734.70 | |
| 601 | SCISSOR LIFT | | \$ 168.00 | \$ 325.94 | \$ 684.08 | |
| CONCRETE EQUIPMENT | | | | | | |
| 307 | AIR COMPRESSOR | | \$ 152.92 | \$ 435.83 | \$ 1,040.23 | |
| 309 | SOFT CUT SAW | | \$ 204.00 | \$ 612.00 | \$ 1,836.00 | |
| 310 | FINISHING MACHINE - RIDING | | \$ 200.00 | \$ 420.75 | \$ 1,113.75 | |
| 311 | FINISHING MACHINE - WALK BEHIND | | \$ 110.50 | \$ 280.50 | \$ 618.75 | |
| 313 | COMPACTOR | | \$ 55.00 | \$ 110.50 | \$ 296.25 | |
| 314 | VIBRATOR | | \$ 51.00 | \$ 153.00 | \$ 459.00 | |
| 316 | VIBRATING SCREED | | \$ 95.00 | \$ 265.00 | \$ 685.00 | |
| 317 | POWER BUGGY | | \$ 107.00 | \$ 321.00 | \$ 963.00 | |
| CONCRETE FORMS | | | | | | |
| 401 | SYMONS FORMS PER SQUARE FOOT | | \$ 0.10 | | | |
| 402 | SYMONS SHORING POSTS | | \$ 10.00 | | | |
| SCAFFOLDING | | | | | | |
| 500 | 24' HYDRO MOBILE POWER UNIT | | | | \$ 2,800.00 | |
| 503 | PLANK | | \$ 2.02 | | | with a max of 1 month rent |
| 504 | 18' CANTILEVER | | | | \$ 400.00 | |
| 506 | SCAFFOLD RINGS | | \$ 1.91 | | | |
| 512 | HYDRO WINTER ENCLOSURES | | \$ 3.28 | | | |
| 513 | HOG LEG KIT | | | \$ 350.00 | | |
| 514 | HOG LEG EXTENSION KIT | | | \$ 235.00 | | |
| 516 | 5' HYDRO TOWER | | | | \$ 50.00 | |
| MASONRY EQUIPMENT | | | | | | |
| 507 | MORTAR/CONCRETE MIXER | | \$ 120.00 | \$ 300.00 | \$ 885.00 | |
| 508 | MASONRY TABLE SAW | | \$ 82.00 | \$ 230.00 | \$ 615.00 | |
| 509 | ELECTRIC MULE | | \$ 115.00 | \$ 335.00 | \$ 725.00 | |
| 511 | GROUT HOG | | \$ 244.80 | \$ 637.50 | \$ 1,912.50 | |
| MISC. EQUIPMENT | | | | | | |
| 308 | SMALL AIR TOOLS | | \$ 45.00 | \$ 110.00 | \$ 230.00 | |
| 629 | FLOOR SCRUBBER | | \$ 200.00 | \$ 655.00 | \$ 1,400.00 | |
| 702 | GAS WATER PUMP | | \$ 81.00 | \$ 210.00 | \$ 570.00 | |
| 703 | GENERATOR | | \$ 85.00 | \$ 265.00 | \$ 525.00 | |
| 704 | WELDER | | \$ 92.00 | \$ 240.00 | \$ 655.00 | |
| 706 | PORTABLE HEATER | | \$ 50.00 | \$ 150.00 | \$ 315.00 | |
| 802 | BARRICADES | | \$ 6.00 | \$ 18.00 | \$ 36.00 | |
| 804 | EXHAUST FAN | | \$ 5.00 | | | |
| 806 | PANEL LIFT | | \$ 65.00 | \$ 185.00 | \$ 470.00 | |

Time and Material Equipment Rates
June 1, 2018 - May 31, 2019

Exhibit E

| | | | | | | |
|-----|-------------------------------|---------|-------------|-------------|-------------|-------------------------------|
| 809 | INSULATED BLANKET | | \$ 5.00 | | | with a max of \$50/ea blanket |
| 810 | AIR QUALITY TESTER | | \$ 30.00 | | | |
| 811 | TRASH CHUTE (per section) | | | | \$ 215.00 | |
| 812 | HEPA FILTER | | \$ 74.00 | \$ 290.00 | \$ 730.00 | |
| 813 | TURBO STRIPPER | | \$ 375.00 | \$ 1,095.00 | \$ 2,475.00 | |
| 814 | CARPET PULLER | | \$ 80.00 | \$ 240.00 | | |
| 815 | RAPTOR FALL PROTECTION | | \$ 14.00 | | \$ 42.00 | |
| 816 | FIREPROOF SPRAYER | | \$ 185.00 | \$ 415.00 | \$ 1,010.00 | |
| 817 | SAFETY GATE SYSTEMS | | | \$ 1.75 | \$ 5.00 | |
| 818 | POWER/PRESSURE WASHER | | \$ 140.00 | \$ 380.00 | \$ 920.00 | |
| 820 | AIR COOLER AC UNIT | | \$ 250.00 | \$ 500.00 | \$ 990.00 | |
| 821 | RENTAL PARTITIONS | | \$ 0.35 | | | |
| 822 | ELECTRIC WATER PUMP | | \$ 40.00 | | | |
| 823 | GANG BOXES | | \$ 1.75 | | | |
| 824 | GONDOLAS | | \$ 3.50 | | | |
| 825 | DUMP HOPPER | | \$ 2.25 | | | |
| 826 | THEODOLITE | | \$ 8.00 | \$ 33.00 | \$ 100.00 | |
| 827 | GRADE LASER | | \$ 16.00 | \$ 50.00 | \$ 150.00 | |
| 828 | LASER SCANNER | | \$ 1,000.00 | | | |
| 829 | DRONE | | \$ 300.00 | | | |
| 830 | TRIMBLE UNIT | | \$ 300.00 | \$ 1,000.00 | \$ 3,000.00 | |
| | EQUIPMENT FUEL CHARGES | | | | | current gas prices |
| 041 | OFFICE EQUIPMENT (TECHNOLOGY) | \$ 0.95 | | | | |

*** All rates subject to change annually on June 1st due to market conditions

General Conditions Labor Rate and Mark-Up Schedule

June 1, 2018

1. Proposed General Conditions Labor Rate Schedule:

DATES EFFECTIVE 06/01/18 - 05/31/19

(All Union tradesmen labor rates subject to change on June 1st of each calendar year)

(All Staff labor rates subject to change on February 1st of each calendar year)

| DESCRIPTION | STAFF NAME | LABOR RATE | | |
|------------------------------|--|------------|--------|--------|
| | | ST | OT | DT |
| SUPERINTENDENT | Jeff Zuba | 132.30 | 198.45 | 264.60 |
| CARPENTER FOREMAN | | 120.42 | 180.63 | 240.84 |
| CARPENTER SUB-FOREMAN | | 118.72 | 178.08 | 237.44 |
| CARPENTER | | 117.03 | 175.55 | 234.06 |
| MASON FOREMAN | | 119.45 | 179.18 | 238.90 |
| MASON SUB-FOREMAN | | 115.53 | 173.30 | 231.06 |
| MASON | | 111.62 | 167.43 | 223.24 |
| CEMENT FINISHER FOREMAN | | 117.46 | 176.19 | 234.92 |
| CEMENT FINISHER SUB-FOREMAN | | 115.76 | 173.64 | 231.52 |
| CEMENT FINISHER | | 114.07 | 171.11 | 228.14 |
| LABORER FOREMAN | | 104.58 | 156.87 | 209.16 |
| LABORER | | 103.73 | 155.60 | 207.46 |
| LABORER MASON TENDER | | 104.73 | 157.10 | 209.46 |
| SHOP | | 33.80 | 50.70 | 48.29 |
| INTERN | | 35.00 | 52.50 | 70.00 |
| PRINCIPAL-IN-CHARGE | Matt Prince | 147.00 | 147.00 | 147.00 |
| PROJECT EXECUTIVE | Dan Sullivan | 137.81 | 137.81 | 137.81 |
| SENIOR PROJECT MANAGER | | 121.28 | 121.28 | 121.28 |
| PROJECT MANAGER | <i>Lauren Celano (after Promotion)</i> | 104.74 | 104.74 | 104.74 |
| PROJECT ENGINEER | Lauren Celano | 99.23 | 99.23 | 99.23 |
| PROJECT ESTIMATOR | | 88.20 | 88.20 | 88.20 |
| PROJECT COORDINATOR | Laura Velasco | 66.15 | 99.23 | 99.23 |
| PROJECT ACCOUNTANT | | 66.15 | 66.15 | 66.15 |
| SAFETY DIRECTOR | Mark Toepfer | 104.74 | 104.74 | 104.74 |
| SAFETY ENGINEER / SPECIALIST | Jim Janquart | 88.20 | 88.20 | 88.20 |
| LEAN / QC PROJECT MANGER | Brian Lightner | 104.74 | 104.74 | 104.74 |
| BIM / MEP PROJECT MANAGER | Kevin Kendellen | 104.74 | 104.74 | 104.74 |
| PROJECT SECRETARY | | 60.64 | 90.96 | 90.96 |

2. Proposed General Conditons Self-Performed Work Mark-Up Schedule:

| | | |
|-----------|--|----------------------|
| A. | Materials Used in the Execution of the Work: | <u>10.00%</u> |
| B. | Rented Equipment Used in the Execution of the Work: | <u>10.00%</u> |
| C. | Other Items, Supplies, & Vendors Used in the Execution of the Work: | <u>10.00%</u> |
| D. | Specialty or Ad-Hoc Subcontractors Hired (Non-Bid Package): | <u>10.00%</u> |

Exhibit G
ST. CHARLES POLICE STATION
GMP SUMMARY

| | <i>Bid Results/ Final Amount</i> | <i>City Council Approved Amount</i> | <i>Difference</i> |
|--|--------------------------------------|---|--------------------|
| GENERAL CONDITIONS | | \$ 880,526.00 | \$ - |
| BID PACKAGE #1-Demo | | | |
| BP #1-Demo TOTAL VALUE | \$ 553,050.00 | | |
| CITY COUNCIL MEETING DATED 4/23/18 | | \$ 468,050.00 | \$ 85,000 |
| BID PACKAGE #2-Precast Only | | | |
| BP #2-Precast TOTAL VALUE | \$ 1,089,500.00 | | |
| CITY COUNCIL MEETING DATED 7/2/2018 | | \$ 1,174,500.00 | \$ (85,000) |
| BID PACKAGE #2 | | | |
| BP #2 TOTAL VALUE | \$ 5,371,621.00 | | |
| CITY COUNCIL MEETING DATED 7/16/2018 | | \$ 5,399,616.00 | \$ (27,995) |
| BID PACKAGE #3A | | | |
| BP #3A AND BP#2 BULLETIN TOTAL VALUE | \$ 2,387,674.21 | | |
| CITY COUNCIL MEETING DATED 9/24/2018 | | \$ 2,399,593.00 | \$ (11,919) |
| BID PACKAGE #3B.1 | | | |
| BP #3B.1 TOTAL VALUE | \$ 8,408,941.00 | | |
| CITY COUNCIL MEETING DATED 10/22/2018 | | \$ 8,408,941.00 | \$ - |
| BID PACKAGE #3B.2 | | | |
| BP #3B.2 TOTAL VALUE | \$ 1,685,262.00 | | |
| CITY COUNCIL MEETING DATED 11/5/2018 | | \$ 1,685,262.00 | \$ - |
| TOTAL PRESENTED & APPROVED BY ST. CHARLES | \$ 20,376,574 | \$ 20,416,488 | \$ (39,914) |
| POST BID | | | |
| POST BID SUBTOTAL | \$ 541,426 | | \$ 541,426 |
| DIRECT CONSTRUCTION COST SUBTOTAL | \$ 20,918,000 | | |
| CONTINGENCIES | | | |
| CONTINGENCY & ALLOWANCE TOTAL | \$ 1,563,663 | | \$ 1,563,663 |
| DIRECT CONSTRUCTION COST + CONTINGENCY SUBTOTAL | \$ 22,481,663 | | |
| INSURANCES, BONDING & FEE | | | |
| GMP CONSTRUCTION COST TOTAL | \$ 23,170,326 | \$ 414,753 | \$ 273,910 |
| | | \$ 20,831,241.00 | \$ 2,339,085 |



Current Specifications

| Number | Description | Revision | Issued Date | Received Date | Set |
|--|--|----------|-------------|---------------|--------------------------------|
| 00 - Procurement and Contracting Requirements | | | | | |
| 00 00 00 | Cover Sheet | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 00 00 01 | Table of Contents | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 00 01 10 | Table of Contents | 0 | 03/15/18 | | Bid Package #1 Specifications |
| 00 31 19 | EXISTING CONDITION INFORMATION | 2 | 09/12/18 | | Bid Package #3B Specifications |
| 00 31 26 | EXISTING HAZARDOUS MATERIAL INFORMATION | 2 | 09/12/18 | | Bid Package #3B Specifications |
| 00 31 32 | GEOTECHNICAL DATA | 2 | 09/12/18 | | Bid Package #3B Specifications |
| 01 - General Requirements | | | | | |
| 01 10 00 | SUMMARY | 2 | 09/12/18 | | Bid Package #3B Specifications |
| 01 21 00 | ALLOWANCES | 0 | 06/06/18 | | Bid Package #2 Specifications |
| 01 22 00 | UNIT PRICES | 0 | 06/06/18 | | Bid Package #2 Specifications |
| 01 23 00 | ALTERNATES | 2 | 10/05/18 | | BP #3B Addendum 2 |
| 01 25 00 | SUBSTITUTION PROCEDURES | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 01 26 00 | CONTRACT MODIFICATION PROCEDURES | 2 | 09/12/18 | | Bid Package #3B Specifications |
| 01 29 00 | PAYMENT PROCEDURES | 2 | 09/12/18 | | Bid Package #3B Specifications |
| 01 31 00 | PROJECT MANAGEMENT AND COORDINATION | 2 | 09/12/18 | | Bid Package #3B Specifications |
| 01 32 00 | CONSTRUCTION PROGRESS DOCUMENTATION | 2 | 09/12/18 | | Bid Package #3B Specifications |
| 01 33 00 | SUBMITTAL PROCEDURES | 2 | 09/12/18 | | Bid Package #3B Specifications |
| 01 33 01 | BIM & ELECTRONIC DOCUMENTS TRANSFER TERMS & CONDITIONS | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 01 40 00 | QUALITY REQUIREMENTS | 2 | 09/12/18 | | Bid Package #3B Specifications |
| 01 42 00 | REFERENCES | 2 | 09/12/18 | | Bid Package #3B Specifications |
| 01 50 00 | TEMPORARY FACILITIES AND CONTROLS | 2 | 09/12/18 | | Bid Package #3B Specifications |
| 01 60 00 | PRODUCT REQUIREMENTS | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 01 73 00 | EXECUTION | 2 | 09/12/18 | | Bid Package #3B Specifications |
| 01 77 00 | CLOSEOUT PROCEDURES | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 01 78 23 | OPERATION AND MAINTENANCE DATA | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 01 78 39 | PROJECT RECORD DOCUMENTS | 2 | 09/12/18 | | Bid Package #3B Specifications |
| 015639 | TEMPORARY TREE AND PLANT PROTECTION BP B | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 017900 | DEMONSTRATION AND TRAINING | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 02 - Demolition and Abatement | | | | | |
| 02 00 00 | St. Charles IL Asbestos Survey | 0 | 03/15/18 | | Bid Package #1 Specifications |
| 02 41 00 | Demo & Abatement | 0 | | | None |
| 02 41 16 | Structural Demolition | 0 | 03/15/18 | | Bid Package #1 Specifications |
| 03 - Concrete | | | | | |
| 03 06 00 | ADMIX & CONCRETE CURING PERMANENT VAPOR BARRIER | 1 | 09/12/18 | | Bid Package #3B Specifications |

Exhibit H- Project Documents

Printed on Tue Feb 19, 2019 at 11:45 am CST

Job #: 71810-500 St. Charles Police Station
1515 W. Main Street
St. Charles, Illinois 60174



| Number | Description | Revision | Issued Date | Received Date | Set |
|---|---|----------|-------------|---------------|--------------------------------|
| 03 30 00 | CAST-IN-PLACE CONCRETE | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 03 41 00 | PRECAST STRUCTURAL CONCRETE | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 04 - Masonry | | | | | |
| 04 20 00 | UNIT MASONRY | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 04 43 00 | STONE MASONRY | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 04 72 00 | CAST STONE MASONRY (ALTERNATE BID) | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 05 - Metals | | | | | |
| 05 12 00 | STRUCTURAL STEEL FRAMING | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 05 21 00 | STEEL JOIST FRAMING | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 05 31 00 | STEEL DECKING | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 05 40 00 | COLD-FORMED METAL FRAMING | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 05 50 00 | METAL FABRICATIONS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 05 51 13 | METAL PAN STAIRS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 05 52 13 | PIPE AND TUBE RAILINGS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 05 73 00 | DECORATIVE METAL RAILINGS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 06 - Wood, Plastics, and Composites | | | | | |
| 06 10 53 | MISCELLANEOUS ROUGH CARPENTRY | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 06 16 00 | SHEATHING | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 06 41 16 | PLASTIC-LAMINATE-FACED ARCHITECTURAL CABINETS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 07 - Thermal and Moisture Protection | | | | | |
| 07 12 00 | Built-Up Bituminous Waterproofing | 0 | 03/15/18 | | Bid Package #1 Specifications |
| 07 21 00 | THERMAL INSULATION | 0 | 06/06/18 | | Bid Package #2 Specifications |
| 07 25 00 | WEATHER BARRIERS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 07 27 26 | FLUID-APPLIED MEMBRANE AIR BARRIERS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 07 42 13.23 | METAL COMPOSITE MATERIAL WALL PANELS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 07 53 23 | ETHYLENE-PROPYLENE-DIENE-MONOMER (EPDM) ROOFING | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 07 54 19 | POLYVINYL-CHLORIDE (PVC) ROOFING | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 07 62 00 | SHEET METAL FLASHING AND TRIM | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 07 71 29 | MANUFACTURED ROOF EXPANSION JOINTS | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 07 72 00 | ROOF ACCESSORIES | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 07 84 13 | PENETRATION FIRESTOPPING | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 07 84 46 | FIRE-RESISTIVE JOINT SYSTEMS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 07 92 00 | JOINT SEALANTS | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 08 - Openings | | | | | |
| 08 11 13 | HOLLOW METAL DOORS AND FRAMES | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 08 14 16 | FLUSH WOOD DOORS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 08 31 13 | ACCESS DOORS AND FRAMES | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 08 33 00 | TORNADO RESISTANT COILING DOORS | 0 | 09/12/18 | | Bid Package #3B Specifications |

Exhibit H- Project Documents

Printed on Tue Feb 19, 2019 at 11:45 am CST

Job #: 71810-500 St. Charles Police Station
1515 W. Main Street
St. Charles, Illinois 60174



| Number | Description | Revision | Issued Date | Received Date | Set |
|-------------------------|---|----------|-------------|---------------|--------------------------------|
| 08 33 20 | High Speed Overhead Insulated Coiling Doors | 0 | 09/26/18 | | BP #3B Addendum 1 |
| 08 36 13 | Sectional Doors | 0 | 09/26/18 | | BP #3B Addendum 1 |
| 08 41 13 | ALUMINUM-FRAMED ENTRANCES AND STOREFRONTS | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 08 42 00 | Entrances | 0 | 10/05/18 | | BP #3B Addendum 2 |
| 08 43 33 | SECURITY STOREFRONTS | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 08 44 13 | GLAZED ALUMINUM CURTAIN WALLS | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 08 56 53 | SECURITY WINDOWS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 08 62 00 | Unit Skylights | 0 | 09/26/18 | | BP #3B Addendum 1 |
| 08 71 00 | DOOR HARDWARE | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 08 80 00 | GLAZING | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 08 83 00 | MIRRORS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 08 88 53 | SECURITY GLAZING | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 09 - Finishes | | | | | |
| 09 22 16 | NON-STRUCTURAL METAL FRAMING | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 09 29 00 | GYPSUM BOARD | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 09 30 00 | TILING | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 09 51 13 | ACOUSTICAL PANEL CEILINGS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 09 65 13 | RESILIENT BASE AND ACCSSORIES | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 09 65 19 | RESILIENT TILE FLOORING | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 09 65 36 | STATIC CONTROL RESILIENT FLOORING | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 09 65 66 | RESILIENT ATHLETIC FLOORING | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 09 67 26 | RESINOUS FLOORING | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 09 68 13 | TILE CARPETING | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 09 72 00 | WALL COVERINGS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 09 84 33 | SOUND ABSORBING WALL UNITS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 09 91 13 | EXTERIOR PAINTING | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 09 91 23 | INTERIOR PAINTING | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 09 96 00 | HIGH-PERFORMANCE COATINGS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 09 96 51 | Tackable Wall Surfaces | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 10 - Specialties | | | | | |
| 10 00 00 | Specialties | 0 | 03/15/18 | | Bid Package #1 Specifications |
| 10 11 00 | Visual Display Units | 0 | 09/26/18 | | BP #3B Addendum 1 |
| 10 14 00 | Signage | 0 | 09/26/18 | | BP #3B Addendum 1 |
| 10 14 19 | Dimensional Letter Signage | 0 | 09/26/18 | | BP #3B Addendum 1 |
| 10 21 13 | Toilet Compartments | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 10 22 10 | ROOF SCREENS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 10 22 13 | WIRE MESH PARTITIONS | 1 | 10/05/18 | | BP #3B Addendum 2 |
| 10 28 00 | TOILET BATH AND LAUNDRY ACCESSORIES | 0 | 09/12/18 | | Bid Package #3B Specifications |

Exhibit H- Project Documents

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Job #: 71810-500 St. Charles Police Station
1515 W. Main Street
St. Charles, Illinois 60174



| Number | Description | Revision | Issued Date | Received Date | Set |
|---|---|----------|-------------|---------------|--------------------------------|
| 10 44 13 | FIRE PROTECTION CABINETS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 10 44 16 | FIRE EXTINGUISHERS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 10 75 00 | FLAGPOLES | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 11 - Equipment | | | | | |
| 11 16 00 | Loading Dock Equipment | 0 | 03/15/18 | | Bid Package #1 Specifications |
| 11 19 00 | DETENTION SECURITY EQUIPMENT | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 11 19 10 | DETENTION HOLLOW METAL | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 11 19 16 | DETENTION GUN LOCKERS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 11 19 30 | DETENTION FURNITURE | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 11 54 50 | SUSPENDED METAL SECURITY PANEL CEILING SYSTEMS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 11 54 60 | SUSPENDED METAL SECURITY PLANK CEILING SYSTEM | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 12 - Furnishings | | | | | |
| 12 24 13 | ROLLER WINDOW SHADES | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 13 - Special Construction | | | | | |
| 13 07 00 | BULLET RESISTANT PROTECTION | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 14 - Conveying Equipment | | | | | |
| 14 21 00 | ELECTRIC TRACTION ELEVATORS | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 21 - Fire Suppression | | | | | |
| 21 12 00 | FIRE SUPPRESSION STANDPIPES | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 21 13 13 | WET PIPE SPRINKLER SYSTEMS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 21 13 16 | DRY PIPE SPRINKLER SYSTEMS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 21 13 19 | PREACTION SPRINKLER SYSTEMS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 22 - Plumbing | | | | | |
| 22 05 00 | PLUMBING | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 22 11 13 | FACILITY WATER DISTRIBUTION PIPING | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 22 13 13 | FACILITY SANITARY SEWERS | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 23 - Heating, Ventilating, and Air Conditioning (HVAC) | | | | | |
| 23 00 00 | SPECIAL CONDITIONS FOR MECHANICAL AND ELECTRICAL WORK | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 23 05 01 | CLEAN AGENT FIRE EXTINGUISHING SYSTEM | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 23 05 53 | MECHANICAL IDENTIFICATION | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 23 06 00 | HEATING VENTILATING & AIR CONDITIONING | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 26 - Electrical | | | | | |
| 26 00 00 | ELECTRICAL GENERAL REQUIREMENTS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 26 05 00 | COMMON WORK RESULTS FOR ELECTRICAL | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 26 05 19 | CONDUCTORS AND CABLES | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 26 05 26 | GROUNDING AND BONDING | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 26 05 33 | RACEWAYS AND BOXES | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 26 05 80 | ELECTRICAL TESTING | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 26 24 13 | SWITCHBOARDS | 0 | 09/12/18 | | Bid Package #3B Specifications |

Exhibit H- Project Documents

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Job #: 71810-500 St. Charles Police Station
1515 W. Main Street
St. Charles, Illinois 60174



| Number | Description | Revision | Issued Date | Received Date | Set |
|--|---|----------|-------------|---------------|--------------------------------|
| 26 24 16 | PANELBOARDS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 26 26 00 | POWER DISTRIBUTION UNITS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 26 27 26 | WIRING DEVICES | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 26 27 46 | CONTINUOUSLY ACCESSIBLE LOW VOLTAGE BUSWAY | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 26 28 13 | FUSES | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 26 28 16 | ENCLOSED SWITCHES AND CIRCUIT BREAKERS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 26 32 13 | ENGINE DRIVEN EMERGENCY POWER SYSTEMS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 26 33 53 | STATIC UNINTERRUPTIBLE POWER SUPPLY SYSTEM | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 26 36 00 | ELECTRICAL POWER TRANSFER EQUIPMENT | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 26 41 13 | LIGHTING PROTECTION SYSTEM PERFORMANCE DESIGN AND BUILD SPECIFICATION | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 26 43 13 | SURGE PROTECTOR FOR LOW-VOLTAGE ELECTRICAL POWER CIRCUITS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 26 51 00 | INTERIOR LIGHTING | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 26 56 00 | EXTERIOR LIGHTING | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 27 - Communications | | | | | |
| 27 05 00 | COMMUNICATIONS SYSTEMS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 27 41 00 | AUDIO VIDEO AND CONTROL SYSTEMS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 28 - Electronic Safety and Security | | | | | |
| 28 31 11 | FIRE DETECTION AND ALARM SYSTEM | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 28 46 19 | PLC ELECTRONIC DETENTION MONITORING AND CONTROL SYSTEMS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 31 - Earthwork | | | | | |
| 31 10 00 | SITE CLEARING | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 31 20 00 | EARTH MOVING | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 32 - Exterior Improvements | | | | | |
| 32 11 23 | AGGREGATE BASE COURSE | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 32 12 16 | ASPHALT PAVING | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 32 13 13 | CONCRETE PAVING | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 32 13 73 | CONCRETE PAVEMENT JOINT SEALANTS | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 32 17 23 | PAVEMENT MARKINGS | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 32 31 19 | Decorative Metal Fences and Gates | 0 | 10/05/18 | | BP #3B Addendum 2 |
| 32 84 00 | LANDSCAPE IRRIGATION | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 32 92 00 | TURF AND NATIVES | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 32 93 00 | PLANTS | 0 | 09/12/18 | | Bid Package #3B Specifications |
| 33 - Utilities | | | | | |
| 33 41 00 | STORM UTILITY DRAINAGE PIPING | 1 | 09/12/18 | | Bid Package #3B Specifications |
| 35 - Waterway and Marine Construction | | | | | |
| 35 11 00 | Signaling and Control Equipment for Waterways | 0 | 03/15/18 | | Bid Package #1 Specifications |
| 60 - 60 - Unknown | | | | | |
| 100 - Unclassified | | | | | |
| 05 12 00-3.0 | QS-Welding | 0 | | | None |

Exhibit H- Project Documents

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Job #: 71810-500 St. Charles Police Station
 1515 W. Main Street
 St. Charles, Illinois 60174



| Number | Description | Revision | Issued Date | Received Date | Set |
|--------------|------------------------------|----------|-------------|---------------|------|
| 05 12 00-7.0 | struct steel paint | 0 | | | None |
| 05 12 00-8.0 | struct steel mill test certs | 0 | | | None |
| 05 21 00-1.0 | steel joist product data | 0 | | | None |
| 05 21 00-4.0 | joist welder certs | 0 | | | None |
| 05 21 00-5.0 | joist manufacturer's certs | 0 | | | None |
| 05 21 00-7.0 | joist calculations | 0 | | | None |
| 05 31 00-4.0 | CER steel decking | 0 | | | None |
| 05 31 00-6.0 | RER: Steel deck reports | 0 | | | None |
| 12 00 00 | Specialties | 0 | | | None |



Current Drawings

| Drawing No. | Drawing Title | Revision No. | Drawing Date | Received Date | Set |
|------------------------------------|--|--------------|--------------|---------------|---|
| ALTA/NSPS Land Title Survey | | | | | |
| ATLA | PIPELINE MARKER | 0 | 04/24/2018 | | ISSUED FOR BID -- BP# 1: ABATEMENT AND DEMOLITION (03/ 14/18) |
| Architectural | | | | | |
| A0.1.0 | ARCHITECTURAL SITE PLAN | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A0.2.0 | ENLARGED SITE PLANS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A0.2.1 | ENLARGED SITE PLANS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A0.2.2 | ENLARGED SITE PLANS AND DETAILS | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A0.3.0 | SITE SECTIONS AND DETAILS | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A1.1.0 | FIRST FLOOR OVERALL PLAN | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A1.1.1 | FIRST FLOOR NOTATION PLAN - EAST | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A1.1.2 | FIRST FLOOR NOTATION PLAN - WEST | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A1.1.3 | FIRST FLOOR DIMENSION PLAN - EAST | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A1.1.4 | FIRST FLOOR DIMENSION PLAN - WEST | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A1.2.0 | SECOND FLOOR OVERALL PLAN | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A1.2.1 | SECOND FLOOR NOTATION PLAN - EAST | 5 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A1.2.2 | SECOND FLOOR NOTATION PLAN - WEST | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A1.2.3 | SECOND FLOOR DIMENSION PLAN - EAST | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A1.2.4 | SECOND FLOOR DIMENSION PLAN - WEST | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A1.4.0 | ROOF OVERALL PLAN | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A1.4.1 | ROOF PLAN - EAST | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A1.4.2 | ROOF PLAN - WEST | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A1.4.3 | ROOF DETAILS | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A1.4.4 | ROOF DETAILS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A1.4.5 | ROOF DETAILS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A1.4.6 | ROOF DETAILS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A1.4.7 | ROOF DETAILS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A2.2.0 | PARTITION TYPES | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A2.2.1 | PARTITION DETAILS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A2.3.0 | DOOR AND FRAME SCHEDULE, TYPES AND NOTES | 5 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A2.3.2 | DOOR DETAILS | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A2.3.3 | DOOR DETAILS | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A2.5.0 | MOUNTING HEIGHTS | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.1.0 | EXTERIOR BUILDING OVERALL ELEVATIONS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.1.1 | EXTERIOR BUILDING ENLARGED ELEVATIONS | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.1.2 | EXTERIOR BUILDING ENLARGED ELEVATIONS | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |

Exhibit H- Project Documents

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Job #: 71810-500 St. Charles Police Station
 1515 W. Main Street
 St. Charles, Illinois 60174



| Drawing No. | Drawing Title | Revision No. | Drawing Date | Received Date | Set |
|-------------|---|--------------|--------------|---------------|------------------------------------|
| A3.2.0 | BUILDING SECTIONS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.2.1 | BUILDING SECTIONS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.3.0 | WALL SECTIONS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.3.1 | WALL SECTIONS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.3.2 | WALL SECTIONS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.3.3 | WALL SECTIONS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.3.4 | WALL SECTIONS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.3.5 | WALL SECTIONS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.3.6 | WALL SECTIONS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.3.7 | WALL SECTIONS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.3.8 | WALL SECTIONS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.4.0 | EXTERIOR WALL SECTION DETAILS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.4.1 | EXTERIOR WALL SECTION DETAILS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.4.2 | EXTERIOR WALL PLAN DETAILS | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.5.0 | EXTERIOR CURTAIN WALL TYPES | 5 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.5.1 | EXTERIOR STOREFRONT TYPES | 5 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.5.2 | INTERIOR STOREFRONT AND STAINLESS STEEL BULLET RESISTANT WINDOW TYPES | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.6.0 | EXTERIOR CURTAIN WALL DETAILS | 5 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A3.6.1 | EXTERIOR WINDOW WALL DETAILS | 5 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A4.1.0 | ENLARGED TOILET AND LOCKER ROOM PLANS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A4.1.1 | ENLARGED LOCKER ROOM ELEVATIONS | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A4.1.2 | ENLARGED TOILET ROOM ELEVATIONS | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A4.2.0 | ENLARGED DETENTION PLANS | 5 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A4.2.1 | DETENTION ELEVATIONS AND DETAILS | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A4.3.0 | ENLARGED EVIDENCE AREA PLAN AND INTERIOR ELEVATIONS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A4.3.1 | EVIDENCE AREA INTERIOR ELEVATIONS | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A4.3.2 | EVIDENCE AREA AND GARAGE ELEVATIONS | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A5.1.0 | INTERIOR ELEVATIONS | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A5.1.1 | ENLARGED RECEPTION PLAN AND ELEVATIONS | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A5.1.2 | INTERIOR ELEVATIONS | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A5.1.3 | INTERIOR ELEVATIONS | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A5.1.4 | INTERIOR ELEVATIONS | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A5.1.5 | INTERIOR ELEVATIONS | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A5.1.6 | ENLARGED PATROL AND REPORT WRITING PLAN AND INTERIOR ELEVATIONS | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A5.1.7 | INTERIOR ELEVATIONS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A5.1.8 | INTERIOR ELEVATIONS | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A5.1.9 | ENLARGED BREAK ROOM PLAN AND INTERIOR ELEVATIONS | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A5.2.0 | TYPICAL CASEWORK TYPES AND DETAILS | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A5.2.1 | TYPICAL CASEWORK DETAILS | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |

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St. Charles, Illinois 60174



Riley Construction Company, Inc.

| Drawing No. | Drawing Title | Revision No. | Drawing Date | Received Date | Set |
|--------------|--|--------------|--------------|---------------|---|
| A5.3.0 | MILLWORK DETAILS | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A5.4.0 | MISCELLANEOUS DETAILS | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A5.5.0 | WALL PENETRATION DETAILS | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A6.1.0 | FIRST FLOOR OVERALL REFLECTED CEILING PLAN | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A6.1.1 | FIRST FLOOR REFLECTED CEILING PLAN - EAST | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A6.1.2 | FIRST FLOOR REFLECTED CEILING PLAN - WEST | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A6.2.0 | SECOND FLOOR OVERALL REFLECTED CEILING PLAN | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A6.2.1 | SECOND FLOOR REFLECTED CEILING PLAN - EAST | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A6.2.2 | SECOND FLOOR REFLECTED CEILING PLAN - WEST | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A6.5.0 | CEILING DETAILS | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A7.1.0 | VERTICAL CIRCULATION PLANS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A7.2.0 | VERTICAL CIRCULATION SECTIONS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A7.2.1 | VERTICAL CIRCULATION DETAILS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A7.2.2 | VERTICAL CIRCULATION DETAILS | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A8.1.0 | FIRST FLOOR OVERALL FINISH PLAN | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A8.1.1 | FIRST FLOOR FINISH PLAN - EAST | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A8.1.2 | FIRST FLOOR FINISH PLAN - WEST | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A8.2.0 | SECOND FLOOR OVERALL FINISH PLAN | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A8.2.1 | SECOND FLOOR FINISH PLAN - EAST | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A8.2.2 | SECOND FLOOR FINISH PLAN - WEST | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A8.3.0 | FINISH MATERIALS LIST | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A8.5.1 | FIRST FLOOR INTERIOR SIGNAGE PLAN - EAST | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A8.5.2 | FIRST FLOOR INTERIOR SIGNAGE PLAN - WEST | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A8.5.3 | SECOND FLOOR INTERIOR SIGNAGE PLAN - EAST | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A8.5.4 | SECOND FLOOR INTERIOR SIGNAGE PLAN - WEST | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A8.5.5 | INTERIOR SIGNAGE | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A8.5.6 | INTERIOR SIGNAGE | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A8.5.7 | INTERIOR SIGNAGE | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A9.0.0 | FURNITURE PLANS - FOR REFERENCE ONLY | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| A9.0.1 | FURNITURE PLAN - FIRST FLOOR ELECTRICAL COORD. (FOR REFERENCE ONLY) | 0 | 02/15/2019 | | ASI #2 (02/15/19) |
| A9.0.2 | FURNITURE PLAN - SECOND FLOOR ELECTRICAL COORD. (FOR REFERENCE ONLY) | 0 | 02/15/2019 | | ASI #2 (02/15/19) |
| AD1.0.0 | ARCHITECTURAL DEMOLITION SITE PLAN | 0 | 03/14/2018 | | ISSUED FOR BID -- BP# 1: ABATEMENT AND DEMOLITION (03/ 14/18) |
| Civil | | | | | |
| C-1.0.0 | Cover Sheet | 7 | 12/12/2018 | | Issued for Construction (12/12/18) |
| C-1.0.1 | Existing Conditions and Demolition Plan | 7 | 12/12/2018 | | Issued for Construction (12/12/18) |
| C-1.0.2 | Paving and Layout Plan | 8 | 12/12/2018 | | Issued for Construction (12/12/18) |
| C-1.0.3 | Grading Plan | 7 | 12/12/2018 | | Issued for Construction (12/12/18) |
| C-1.0.4 | Utility Plan | 8 | 12/12/2018 | | Issued for Construction (12/12/18) |

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St. Charles, Illinois 60174



| Drawing No. | Drawing Title | Revision No. | Drawing Date | Received Date | Set |
|-------------------|--|--------------|--------------|---------------|--|
| C-1.0.5 | Detention Plan and Profile | 7 | 12/12/2018 | | Issued for Construction (12/12/18) |
| C-1.0.6 | Erosion Control Plan | 9 | 12/12/2018 | | Issued for Construction (12/12/18) |
| C-1.0.7 | SW PPP Narrative | 8 | 12/12/2018 | | Issued for Construction (12/12/18) |
| C-1.0.8 | SW PPP Forms and Notes | 6 | 09/12/2018 | | Issue for Bid BP#3B (09/12/18) |
| C-1.0.9 | Details | 8 | 12/12/2018 | | Issued for Construction (12/12/18) |
| C-1.0.10 | Details | 8 | 12/12/2018 | | Issued for Construction (12/12/18) |
| C-1.0.11 | Details | 9 | 12/12/2018 | | Issued for Construction (12/12/18) |
| C-1.0.12 | Details | 7 | 12/12/2018 | | Issued for Construction (12/12/18) |
| C-1.0.13 | Details | 6 | 12/12/2018 | | Issued for Construction (12/12/18) |
| C-1.0.14 | Details | 2 | 08/22/2018 | 08/22/2018 | Civil Offset Utilities - FOR REFERENCE ONLY (08/22/18) |
| C-1.0.15 | Details | 2 | 08/22/2018 | 08/22/2018 | Civil Offset Utilities - FOR REFERENCE ONLY (08/22/18) |
| Electrical | | | | | |
| E0.0.1 | ELECTRICAL SYMBOL LIST AND GENERAL NOTES | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E0.0.2 | ELECTRICAL SITE PLAN | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E0.0.3 | ELECTRICAL SITE PHOTOMETRIC PLAN | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E1.1.1 | PARTIAL FIRST FLOOR ELECTRICAL LIGHTING PLAN - EAST | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E1.1.2 | PARTIAL FIRST FLOOR ELECTRICAL LIGHTING PLAN - WEST | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E1.2.1 | PARTIAL SECOND FLOOR ELECTRICAL LIGHTING PLAN - EAST | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E1.2.2 | PARTIAL SECOND FLOOR ELECTRICAL LIGHTING PLAN - WEST | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E1.2.2. | PARTIAL SECOND FLOOR ELECTRICAL LIGHTING PLAN - WEST | 0 | 06/06/2018 | | Issue for Bid BP#2 (06/06/18) |
| E2.1.1 | PARTIAL FIRST FLOOR ELECTRICAL POWER/DATA PLAN - EAST | 6 | 01/17/2019 | | ASI #1 (01/17/19) |
| E2.1.2 | PARTIAL FIRST FLOOR ELECTRICAL POWER/DATA PLAN - WEST | 6 | 01/17/2019 | | ASI #1 (01/17/19) |
| E2.2.1 | PARTIAL SECOND FLOOR ELECTRICAL POWER/DATA PLAN - EAST | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E2.2.2 | PARTIAL SECOND FLOOR ELECTRICAL POWER/DATA PLAN - WEST | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E2.3.1 | PARTIAL ROOF/PENTHOUSE ELECTRICAL POWER/DATA PLAN - EAST | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E2.3.2 | PARTIAL ROOF/PENTHOUSE ELECTRICAL POWER/DATA PLAN - WEST | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E5.0.1 | ELECTRICAL SECURITY DETAILS, SCHEDULES AND NOTES | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E5.1.1 | PARTIAL FIRST FLOOR ELECTRICAL SECURITY PLAN - EAST | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E5.1.2 | PARTIAL FIRST FLOOR ELECTRICAL SECURITY PLAN - WEST | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E5.2.1 | PARTIAL SECOND FLOOR ELECTRICAL SECURITY PLAN - EAST | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E5.2.2 | PARTIAL SECOND FLOOR ELECTRICAL SECURITY PLAN - WEST | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E7.0.1 | ELECTRICAL PANEL SCHEDULES | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E7.0.2 | ELECTRICAL PANEL SCHEDULES | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E7.0.3 | ELECTRICAL EQUIPMENT CONNECTION SCHEDULE | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E7.0.4 | ELECTRICAL LIGHT FIXTURE SCHEDULES | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E7.0.5 | END UTILIZATION CONNECTION SCHEDULES | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E8.0.1 | ELECTRICAL SERVICE DIAGRAM | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| E8.0.2 | ELECTRICAL LIGHTING CONTROLS DIAGRAMS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |

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Job #: 71810-500 St. Charles Police Station
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Riley Construction Company, Inc.

| Drawing No. | Drawing Title | Revision No. | Drawing Date | Received Date | Set |
|------------------------|---|--------------|--------------|---------------|------------------------------------|
| E8.0.3 | ELECTRICAL LIGHTING CONTROLS DIAGRAMS | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| EA0.1 | AV SYSTEMS - PROJECT DATA | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| EA1.1E | AV SYSTEMS FLOOR PLAN - 1ST FLOOR EAST | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| EA1.1W | AV SYSTEMS FLOOR PLAN - 1ST FLOOR WEST | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| EA1.2E | AV SYSTEMS FLOOR PLAN - 2ND FLOOR EAST | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| EA1.2W | AV SYSTEMS FLOOR PLAN - 2ND FLOOR WEST | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| EA2.1E | AV SYSTEMS REFLECTED CEILING PLAN - 1ST FLOOR EAST | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| EA2.1W | AV SYSTEMS REFLECTED CEILING PLAN - 1ST FLOOR WEST | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| EA2.2E | AV SYSTEMS REFLECTED CEILING PLAN - 2ND FLOOR EAST | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| EA2.2W | AV SYSTEMS REFLECTED CEILING PLAN - 2ND FLOOR WEST | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| EA3.1 | AV SYSTEMS - BLOCK DIAGRAMS | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| EA3.2 | AV SYSTEMS - BLOCK DIAGRAMS | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| EA3.3 | AV SYSTEMS - BLOCK DIAGRAMS | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| EI.2.1 | PARTIAL SECOND FLOOR ELECTRICAL LIGHTING PLAN - EAST | 0 | 09/26/2018 | | BP #3B - Addendum 1 (09/26/18) |
| Fire Protection | | | | | |
| FP0.0.1 | FIRE PROTECTION NOTES | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| FP1.0.1 | FIRST FLOOR FIRE PROTECTION PLANS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| FP1.0.2 | SECOND FLOOR FIRE PROTECTION PLANS | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| FP1.0.3 | PENTHOUSE FIRE PROTECTION PLANS | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| General | | | | | |
| G1.0.0 | COVER SHEET AND INDEX | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| G1.0.1 | INDEX, ARCHITECTURAL SYMBOLS, ABBREVIATIONS, AND GENERAL NOTES | 6 | 12/12/2018 | | Issued for Construction (12/12/18) |
| G1.0.3 | CODE PLAN SCHEDULE AND CODE COMPLIANCE NOTES | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| G1.0.4 | CODE COMPLIANCE PLAN - FIRST FLOOR | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| G1.0.5 | CODE COMPLIANCE PLAN - SECOND FLOOR PENTHOUSE | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| Irrigation | | | | | |
| I1.0.2 | IRRIGATION DETAILS | 1 | 12/12/2018 | | Issued for Construction (12/12/18) |
| Irrigation | | | | | |
| I1.0.1 | Irrigation Plan | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| Landscape | | | | | |
| L1.0.1 | OVERALL LANDSCAPE PLAN | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| L1.0.2 | ENLARGED LANDSCAPE PLAN | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| L1.0.3 | LANDSCAPE DETAILS AND NOTES | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| Mechanical | | | | | |
| M1.0.1 | FIRST FLOOR PLAN NEW DUCTWORK | 5 | 12/12/2018 | | Issued for Construction (12/12/18) |
| M1.0.2 | FIRST FLOOR PLAN NEW PIPING | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| M1.0.3 | PARTIAL FIRST FLOOR PLAN MECH. RM. 186, CROSS SECTION AND ELEVATION | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| M1.1.1 | PARTIAL FIRST FLOOR PLAN | 0 | 06/06/2018 | | Issue for Bid BP#2 (06/06/18) |
| M2.0.1 | PARTIAL SECOND FLOOR PLAN | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| M2.0.2 | PARTIAL SECOND FLOOR PLAN NEW PIPING | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |

Exhibit H- Project Documents

Printed on Tue Feb 19, 2019 at 11:43 am CST

Job #: 71810-500 St. Charles Police Station
1515 W. Main Street
St. Charles, Illinois 60174



| Drawing No. | Drawing Title | Revision No. | Drawing Date | Received Date | Set |
|---------------------------|--|--------------|--------------|---------------|------------------------------------|
| M2.1.1 | PARTIAL SECOND FLOOR PLAN | 0 | 06/06/2018 | | Issue for Bid BP#2 (06/06/18) |
| M3.0.1 | PARTIAL ROOF PLAN NEW WORK | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| M3.1.1 | PARTIAL ROOF PLAN | 0 | 06/06/2018 | | Issue for Bid BP#2 (06/06/18) |
| M4.0.1 | SECTIONS, DETAILS AND DIAGRAMS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| M4.0.2 | SEQUENCE OF OPERATIONS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| M4.0.3 | SEQUENCE OF OPERATIONS | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| M5.0.1 | VENTILATION, TERMINAL AND V.A.V. BOXES AND OTHER MISC. SCHEDULES | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| M5.0.2 | MECHANICAL EQUIPMENT SCHEDULE | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| M5.0.3 | MECHANICAL AND OTHER MISCELLANEOUS NOTES | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| Plumbing | | | | | |
| P0.0.1 | PLUMBING SCHEDULES, DIAGRAMS, AND GENERAL NOTES | 8 | 12/12/2018 | | Issued for Construction (12/12/18) |
| P0.0.2 | PLUMBING DETAILS & DIAGRAMS | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| P1.0.0 | PLUMBING PLAN FIRST FLOOR | 5 | 12/12/2018 | | Issued for Construction (12/12/18) |
| P1.1.0 | FIRST FLOOR WATER SUPPLY PLAN | 7 | 12/12/2018 | | Issued for Construction (12/12/18) |
| P2.0.0 | PLUMBING PLAN 2ND FLOOR | 5 | 12/12/2018 | | Issued for Construction (12/12/18) |
| P2.1.0 | PLUMBING PLAN 2ND FLOOR | 0 | 06/06/2018 | | Issue for Bid BP#2 (06/06/18) |
| P3.0.0 | PLUMBING PLAN ROOF | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| Security Equipment | | | | | |
| DE-1 | SECURITY LEGEND - EAST | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| DE2 | FIRST FLOOR SECURITY PLAN - EAST | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| DE3 | FIRST FLOOR SECURITY PLAN - WEST | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| DE4 | SECOND FLOOR AND MEZZANINE SECURITY PLAN - EAST | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| DE5 | SECOND FLOOR SECURITY PLAN - WEST | 2 | 12/12/2018 | | Issued for Construction (12/12/18) |
| Structural | | | | | |
| s0.0.0 | GENERAL STRUCTURAL NOTES | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S0.0.1 | GENERAL STRUCTURAL NOTES | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S1.1.0 | FOUNDATION PLAN - OVERALL | 5 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S1.1.1 | FOUNDATION PLAN - EAST | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S1.1.2 | FOUNDATION PLAN - WEST | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S1.2.0 | 2nd FLOOR & LO ROOF FRAMING PLAN - OVERALL | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S1.2.1 | 2nd FLOOR & LO ROOF FRAMING PLAN - EAST | 5 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S1.2.2 | 2nd FLOOR & LO ROOF FRAMING PLAN - WEST | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S1.3.0 | ROOF FRAMING PLAN - OVERALL | 3 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S1.3.1 | ROOF FRAMING PLAN - EAST | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S1.3.2 | ROOF FRAMING PLAN - WEST | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S1.4.1 | MEZZANINE & STAIR ROOF FRAMING PLAN | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S2.1.0 | FOUNDATION TYPICAL FOUNDATION SECTIONS AND DETAILS AND DETAILS | 5 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S2.1.1 | FOUNDATION SECTIONS AND DETAILS | 5 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S2.1.2 | FOUNDATION SECTIONS AND DETAILS | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S2.2.0 | TYPICAL FLOOR FRAMING SECTIONS AND DETAILS | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |

Exhibit H- Project Documents

Printed on Tue Feb 19, 2019 at 11:43 am CST

Job #: 71810-500 St. Charles Police Station
 1515 W. Main Street
 St. Charles, Illinois 60174



Riley Construction Company, Inc.

| Drawing No. | Drawing Title | Revision No. | Drawing Date | Received Date | Set |
|---------------|---|--------------|--------------|---------------|---|
| S2.2.1 | TYPICAL FLOOR FRAMING SECTIONS AND DETAILS | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S2.2.2 | TYPICAL FLOOR FRAMING SECTIONS AND DETAILS | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S2.2.3 | FRAMING ELEVATIONS AND TYPICAL FLOOR FRAMING SECTIONS AND DETAILS | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S2.2.4 | TYPICAL FLOOR FRAMING SECTIONS AND DETAILS | 5 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S2.2.5 | TYPICAL FLOOR FRAMING SECTIONS AND DETAILS | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S2.3.0 | TYPICAL ROOF FRAMING SECTIONS AND DETAILS | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S2.3.1 | TYPICAL ROOF FRAMING SECTIONS AND DETAILS | 5 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S2.3.2 | TYPICAL ROOF FRAMING SECTIONS AND DETAILS | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S3.1.0 | SCHEDULES AND DETAILS | 5 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S3.1.1 | SCHEDULES AND DETAILS | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S3.1.2 | SCHEDULES AND DETAILS | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S3.1.3 | SCHEDULES AND DETAILS | 5 | 12/12/2018 | | Issued for Construction (12/12/18) |
| S3.1.4 | SCHEDULES AND DETAILS | 4 | 12/12/2018 | | Issued for Construction (12/12/18) |
| Survey | | | | | |
| 1 | ALTA/NSPS LAND TITLE SURVEY (for information only) | 0 | 03/14/2018 | | ISSUED FOR BID -- BP# 1: ABATEMENT AND DEMOLITION (03/ 14/18) |



Project Clarifications and Exclusions

February 19, 2019

- 1 All electrical work outside of building related work is by the City of St Charles. All electrical work related to off site and bringing power to the building transformer is by the City of St Charles.**
- 2 All gun and personel lockers are by the Owner. Additionally, all high density storage units are by owner.**
- 3 The cost to mill and resurface the parking lot at the Doctors Office on 17th Street has been included. If milling is not acceptable, additional costs for full removal and replacement will be incurred. Any additional work or street patching at that location is not included.**
- 4 All furniture shown on drawing A9.0.0 is by owner.**
- 5 All equipment not specifically shown or listed on the contract documents are by Owner.**
- 6 All IT related Work is by owner.**
- 7 An allowance of \$100,000 has been included for additional unsuitable soil related work. All work (undercuts, soil stabalization, etc) over this allowance will be additional cost.**
- 8 Disconnectiona nd relocation of owner equipment is not included.**
- 9 Appliances are not included.**
- 10 Pricing is based on normal working hours, schedule acceleration and or premium time are not included.**



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 6.f

Title:

Presentation of Parking Lot A “Checkerboard Lot” Design Concepts

Presenter:

AJ Reineking

Meeting: Government Services Committee

Date: February 25, 2019

Proposed Cost: N/A

Budgeted Amount: N/A

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Parking Lot A, commonly referred to as the “Checkerboard” Parking Lot is located in front of City Hall at the intersection of Riverside Avenue and Main Street. The parking lot is scheduled for rehabilitation in FY20.

Given its location on Main Street right in front of City Hall, and its utilization as a pseudo-plaza during special events, consideration is being given to add aesthetic value to the area during this project. In addition, consideration is also given to enhance the site around the parking lot for both aesthetic and practical, functional use.

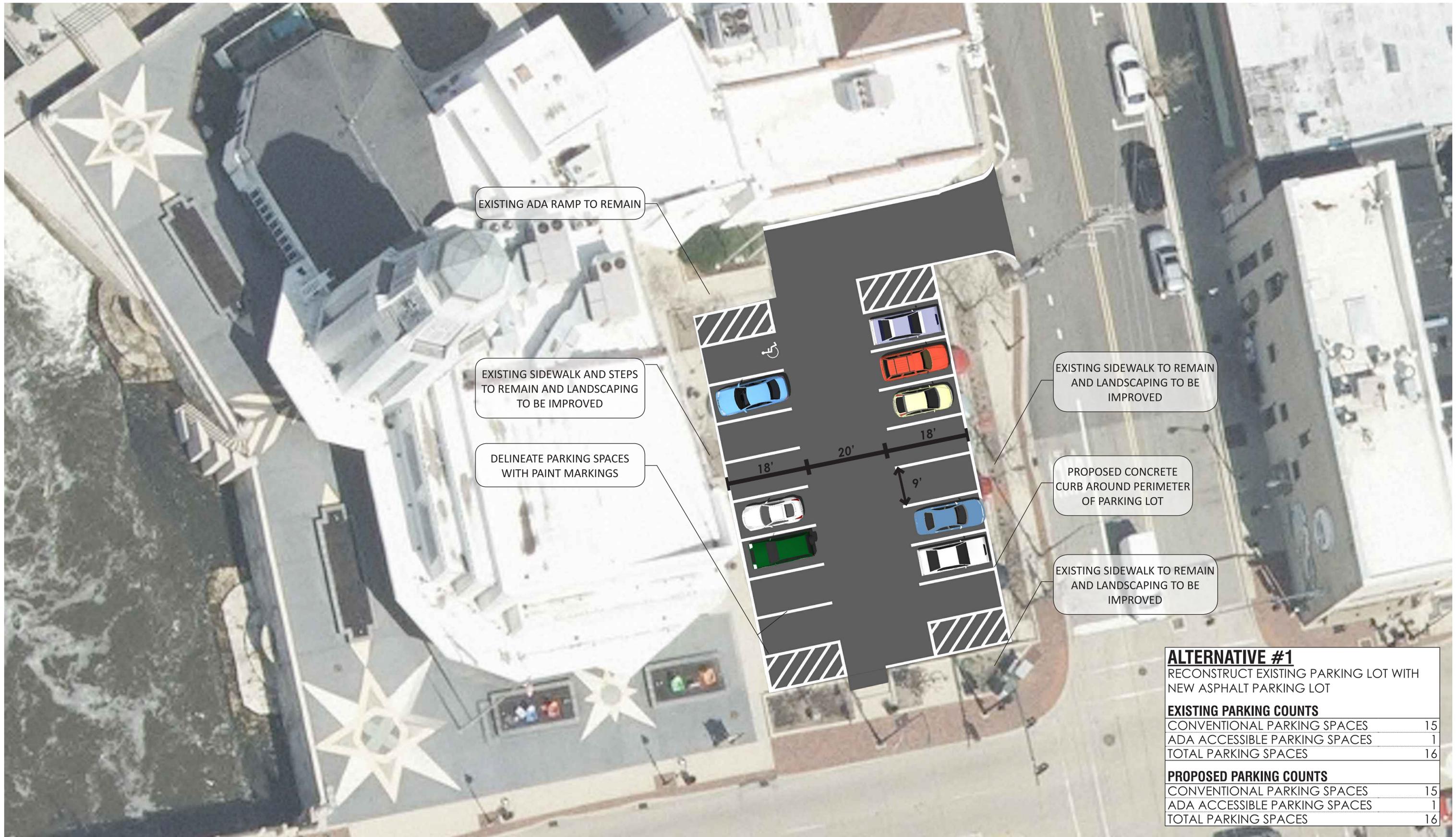
This presentation will outline three options for parking lot concepts and highlight several opportunities for site improvements in conjunction with the parking lot construction.

Attachments *(please list):*

*Parking Lot Concepts

Recommendation/Suggested Action *(briefly explain):*

Committee is requested to provide direction for parking lot design.



ALTERNATIVE #1
 RECONSTRUCT EXISTING PARKING LOT WITH
 NEW ASPHALT PARKING LOT

| EXISTING PARKING COUNTS | |
|--------------------------------|-----------|
| CONVENTIONAL PARKING SPACES | 15 |
| ADA ACCESSIBLE PARKING SPACES | 1 |
| TOTAL PARKING SPACES | 16 |

| PROPOSED PARKING COUNTS | |
|--------------------------------|-----------|
| CONVENTIONAL PARKING SPACES | 15 |
| ADA ACCESSIBLE PARKING SPACES | 1 |
| TOTAL PARKING SPACES | 16 |

Client:
 City of St. Charles
 2 East Main Street
 St. Charles, Illinois 60174
 T: (630) 377-4400

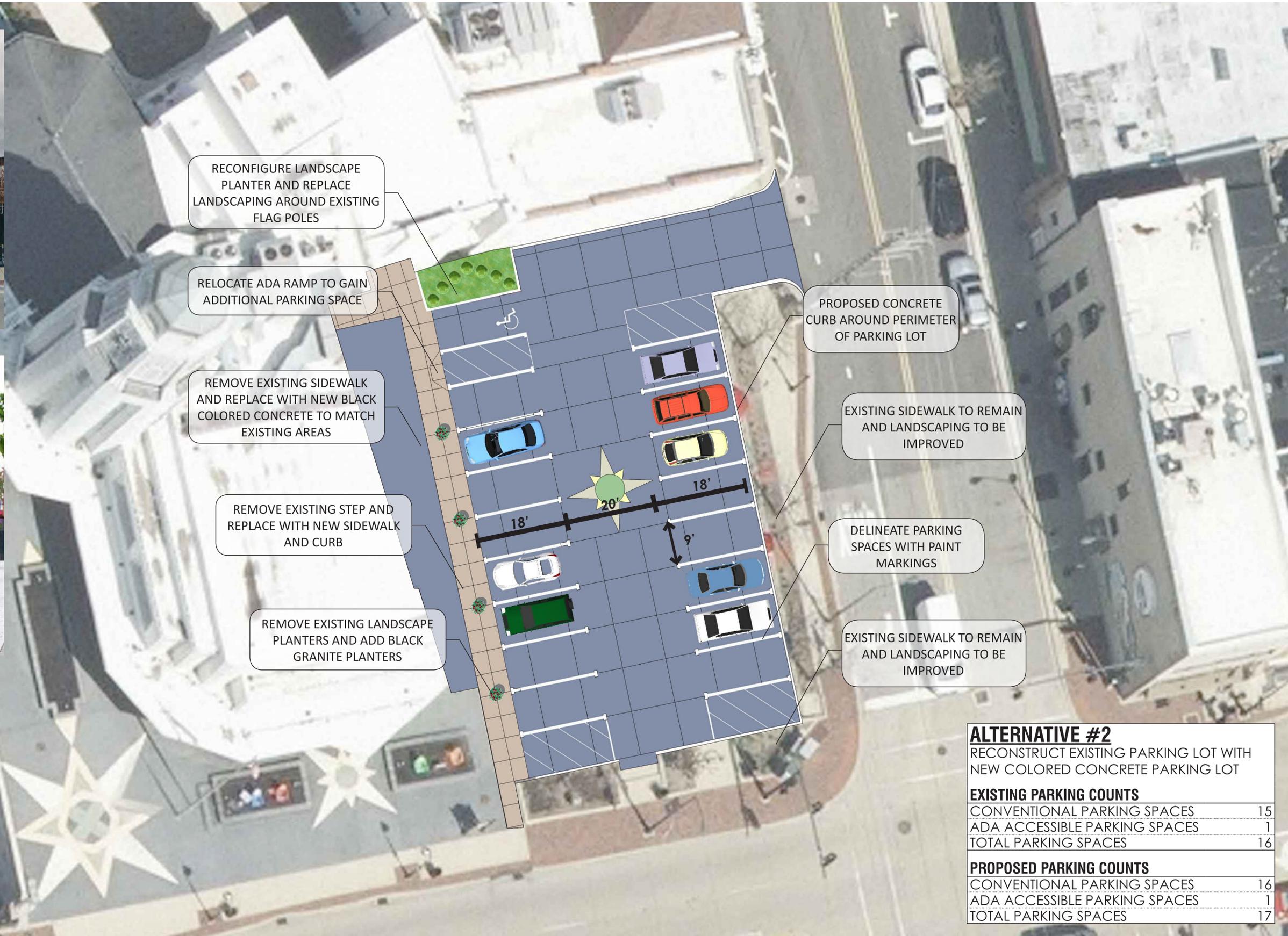


Planner:
 WBK Engineering, LLC.
 116 West Main Street
 St. Charles, Illinois
 T: (630) 443-7755
 www.wbkengineering.com

CHECKERBOARD PARKING LOT - Alternative #1

St. Charles, Illinois

Project Number | 18-0278
 Date | 02/11/2019



ALTERNATIVE #2
 RECONSTRUCT EXISTING PARKING LOT WITH NEW COLORED CONCRETE PARKING LOT

| EXISTING PARKING COUNTS | |
|-------------------------------|----|
| CONVENTIONAL PARKING SPACES | 15 |
| ADA ACCESSIBLE PARKING SPACES | 1 |
| TOTAL PARKING SPACES | 16 |

| PROPOSED PARKING COUNTS | |
|-------------------------------|----|
| CONVENTIONAL PARKING SPACES | 16 |
| ADA ACCESSIBLE PARKING SPACES | 1 |
| TOTAL PARKING SPACES | 17 |

Client:
 City of St. Charles
 2 East Main Street
 St. Charles, Illinois 60174
 T: (630) 377-4400



Planner:
 WBK Engineering, LLC.
 116 West Main Street
 St. Charles, Illinois
 T: (630) 443-7755
 www.wbkengineering.com

CHECKERBOARD PARKING LOT - Alternative #2
 St. Charles, Illinois

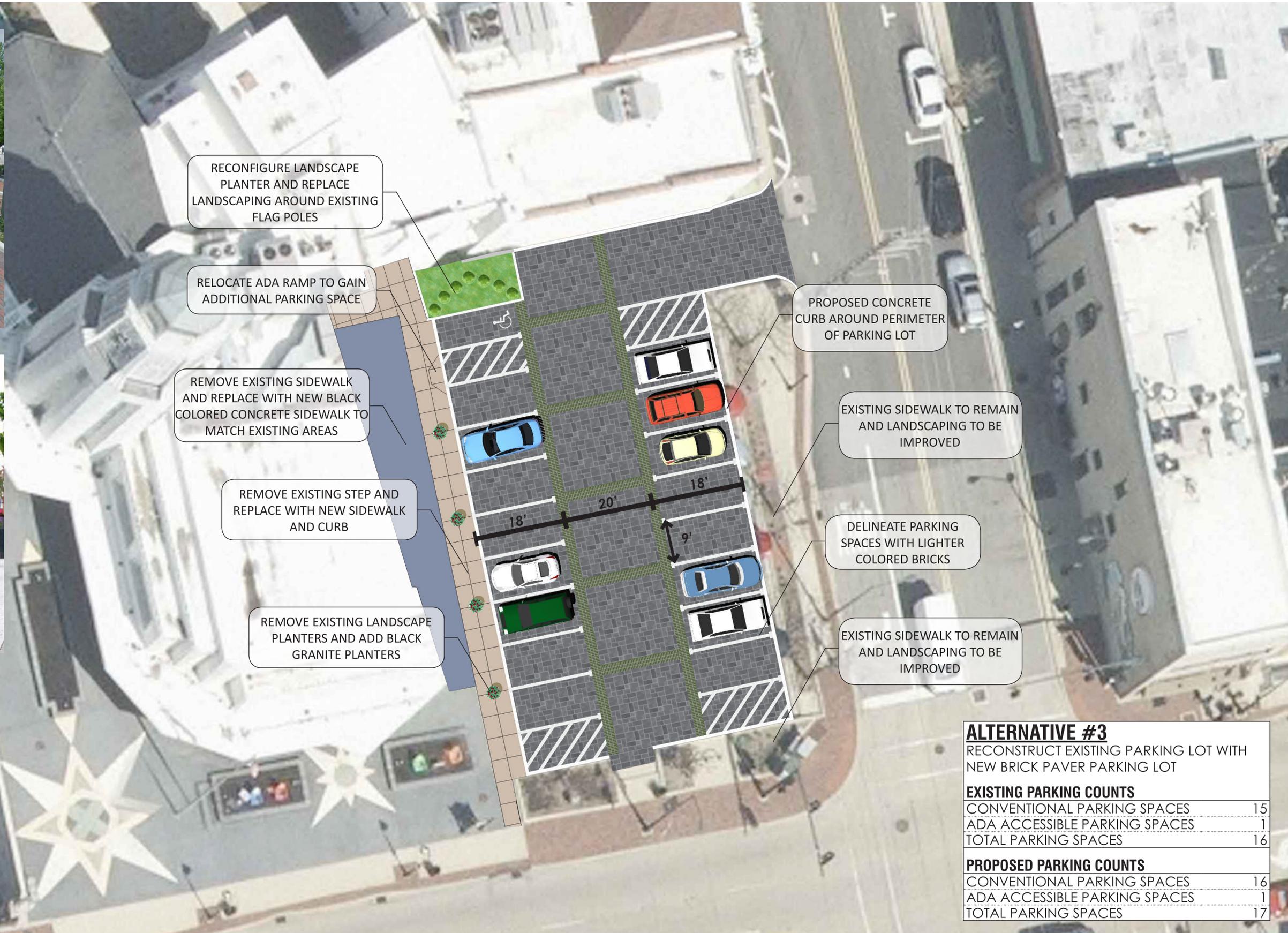
Project Number | 18-0278
 Date | 02/11/2019



Typical Pattern - Brick Pavers



Typical Landscape Planter - Black Marble/Granite



ALTERNATIVE #3
 RECONSTRUCT EXISTING PARKING LOT WITH NEW BRICK PAVER PARKING LOT

| EXISTING PARKING COUNTS | |
|-------------------------------|----|
| CONVENTIONAL PARKING SPACES | 15 |
| ADA ACCESSIBLE PARKING SPACES | 1 |
| TOTAL PARKING SPACES | 16 |

| PROPOSED PARKING COUNTS | |
|-------------------------------|----|
| CONVENTIONAL PARKING SPACES | 16 |
| ADA ACCESSIBLE PARKING SPACES | 1 |
| TOTAL PARKING SPACES | 17 |

Client:
 City of St. Charles
 2 East Main Street
 St. Charles, Illinois 60174
 T: (630) 377-4400



Planner:
 WBK Engineering, LLC.
 116 West Main Street
 St. Charles, Illinois
 T: (630) 443-7755
 www.wbkengineering.com

CHECKERBOARD PARKING LOT - Alternative #3

St. Charles, Illinois

Project Number | 18-0278
 Date | 02/11/2019



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 6.g

Title:

Recommendation to Authorize Natural Resources Commission Storm Drain Medallion Project

Presenter:

AJ Reineking

Meeting: Government Services Committee

Date: February 25, 2019

Proposed Cost: N/A

Budgeted Amount: N/A

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

In their report, the 2018 America In Bloom judges noted that many of the storm inlets in the downtown area do not indicate that the drain discharges to the river. Most modern storm sewer inlets state “Drains to Waterway” (or something similar) to caution the public of the implications of dumping inappropriate materials into the storm drain.

The Natural Resources Commission has identified a means to convey the message without the requirement to immediately replace all the storm inlets in the area. Their solution is to place a silicone medallion on the back of the structure or adjacent curb stating “No Dumping / Drains to River”. The medallions are attached with an epoxy adhesive. The NRC proposes to utilize volunteers to place up to 400 of these medallions throughout the City, primarily focusing on the downtown area and adjacent to schools.

Attachments *(please list):*

*Example Image of Medallion

Recommendation/Suggested Action *(briefly explain):*

Recommendation to authorize placement of storm drain medallions on storm structures and/or curbs throughout the City.





AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: *6.h

Title: Recommendation to Approve Changes to the Urban Forestry Management Plan and Update Chapter 12.20.030 of the City Code

Presenter: AJ Reineking

Meeting: Government Services Committee

Date: February 25, 2019

Proposed Cost: N/A

Budgeted Amount: N/A

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

In March of 2017, the City’s Tree Commission presented the Government Services Committee with a complete Urban Forestry Management Plan (UFMP) to be used as a guide to govern the City’s forestry operations. The document addresses key concepts in the forestry arena and prescribes best management practices for tree selection, planting, pruning, inspections, maintenance and removals.

When the Tree Commission transitioned to the Natural Resources Commission, they maintained the duty to periodically review and update the UFMP. In late 2018, the Commission completed that charge. The document, as well as a summary of the changes is included for your review. Most notable of the changes prescribed are changes to the Acceptable/Unacceptable Species lists for trees planted in City rights-of-way.

Changes to the Acceptable/Unacceptable Species list require an update to Chapter 12.20 Section 030 of the City Code.

Attachments *(please list):*

- *Summary of Urban Forestry Master Plan Changes
- *Copy of Urban Forestry Management Plan
- *Updated Ordinance

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve changes to the Urban Forestry Management Plan and update Chapter 12.20 Section 30.D of the City of St. Charles Code.

2018 UPDATES TO URBAN FORESTRY MANAGEMENT PLAN

1. Tree Commission changed to Natural Resources Commission – entire document.
2. *Forward and Acknowledgements* – page 1 – added paragraph at bottom of page:

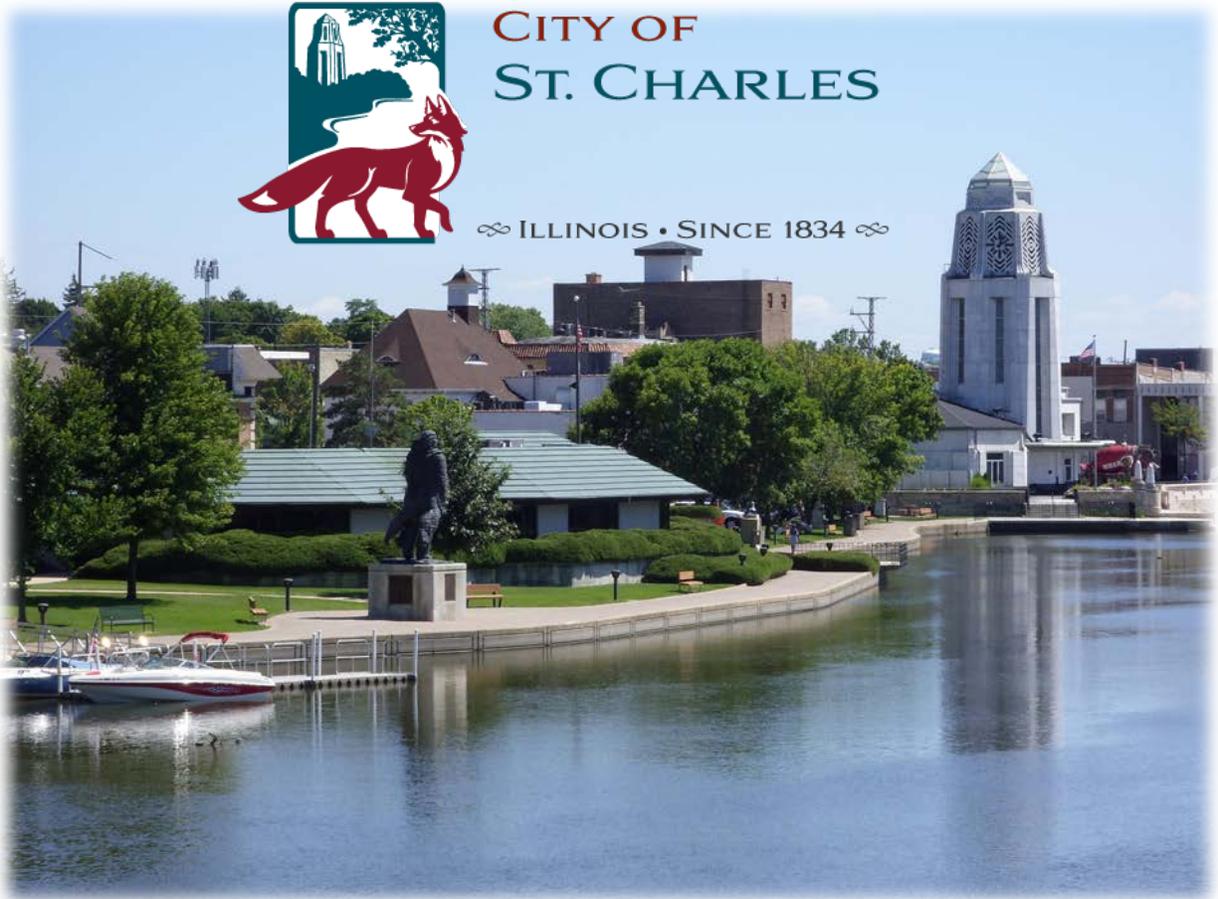
“The Urban Forestry Management Plan provides direction to the City of St. Charles. The best management practices in the Plan are also applicable for private residential tree care. For additional information residents may consult the Morton Arboretum website at <http://www.mortonarb.org>.”
3. *Current Parkway Tree Species Composition, and Species Diversity: Current and Projected* – pages 7, 8 and 9 – to be updated upon completion of tree inventory by Graf Tree Care.
4. *Requirements and Standards, City of St. Charles 2.* – page 12 – added “Consideration will be given to contractors with arborist and line clearance arborist certifications.”
5. *Requirements and Standards ANSI A300 – Part 1, 5.* – page 16 – updated with “Final cuts will be made just outside the branch collar with the adjacent bark firmly attached.”
6. *Requirements and Standards, City of St. Charles 2.* – page 16 – added “Consideration will be given to contractors with arborist and line clearance arborist certifications.”
7. *Appendix B: Acceptable and Unacceptable Species** – page 28 – updated as follows:

| Added to <i>Unacceptable Species</i> List | Added to <i>Acceptable Species</i> List |
|--|--|
| Amur Corktree | Aspen – Quaking |
| Black Locust | Japanese Scholar |
| Cherry – Ornamental | Maple – spp |
| Chokecherry – Canada Red | Maple – Autumn Blaze |
| Fringetree | Maple – State Street |
| Maple – Silver | Oak – Black |
| Mountain Ash | Oak – Chestnut |
| Pear – Callery | Oak – Crimson Spire |
| | Oak – Sawtooth |
| | Oak – Shumard |
| | Oak – Ware |
| | Sugarberry |

*Ordinance change [City Code, Title 12, Chapter 12.20, Section 30.D]

City of St. Charles

Urban Forestry Management Plan



Prepared by:

Phil Graf - Certified Arborist / Municipal Specialist # IL 1553-AM
Steve Lane - Certified Arborist # IL 4565-A / Graf Tree Care, Staff Ecologist
Prepared February 2015 - February 2017



Forward and Acknowledgements

This Urban Forestry Management Plan was prepared over a number of years for use by the City of St. Charles in managing its urban forest. The creation of this document would not have been possible without input from the City of St. Charles Natural Resources Commission as representatives of the City's residents. We would like to acknowledge and thank the Natural Resources Commissioners for their contributions to this Urban Forestry Management Plan.

Ralph Grathoff, Chair

Valerie Blaine

Kathleen Brens

Jon Duerr

Heather Goudreau

Lee Haggas

Raymond Hauser

Suzi Myers

Loren Nagy

Pam Otto

Caroline Wilfong

All of the above-mentioned individuals provided insights and data which led to the creation of this Urban Forestry Management Plan, written to meet the specific needs of the City of St. Charles ("City"). Special thanks are owed to Commissioner Valerie Blaine for her thoughtful writing and editing through numerous drafts of this document. Without these invaluable contributions and hard work from the Natural Resources Commissioners, this Plan would not be as form-fitting as it currently stands. It is these individuals, as well as future Natural Resources Commission members and future City of St. Charles staff, who will be crucial in reviewing and maintaining the Urban Forestry Management Plan and its stated goals. This is a living, breathing document that is expressly meant to be adaptively managed. New pests and pathogens, changing climate, new arboricultural best management practices and techniques will all influence how the City manages its trees. The continued review of this Urban Forestry Management Plan will ensure its relevance and usefulness for years to come.

The Urban Forestry Management Plan provides direction to the City of St. Charles. The best management practices in the Plan are also applicable for private residential tree care. For additional information residents may consult the Morton Arboretum website at <http://www.mortonarb.org>.

Section 1 – Mission Statement and Goals

MISSION STATEMENT

The mission of this Urban Forestry Management Plan is to outline goals and industry best management practices for the City of St. Charles' urban forest. The environmental and aesthetic benefits of the tree population will be maximized, while risk and costs are minimized in a financially and programmatically sustainable manner by the year 2040.

GOALS

The strategic goals of this Urban Forestry Management Plan (“UFMP” or the “Plan”) over the next 25 years are outlined as follows. Goals are written in five year increments for each section of the Plan through the year 2040. This time frame was selected to match the Chicago Metropolitan Agency for Planning “Go To 2040” initiative. Every attempt was made to make these goals realistic and achievable, such that they do not place an undue burden on the City of St. Charles, its residents or its resources. However, the Plan is also meant to be adaptive. New concepts, pests or pathogens, or changing climate (both social and meteorological) may all change the lens through which the urban forest is viewed. The goals of this document are subject to change based on the discovery of new knowledge, changing budgets or other circumstances. The Plan should be reviewed periodically by the City of St. Charles, its Natural Resources Commission and other interested shareholders acting in the best interests of the City and its residents. The review process will include evaluation of progress made towards the goals of this Plan. Goals may be altered after review as conditions warrant.

Implement Arboriculture Best Management Practices “20-10-5” by 2040

Tree species diversity is important for the long-term health of the urban forest and the benefits it provides to residents. Current arboricultural best management practices set the ideal composition of the urban forest as not exceeding any more than 20% of one taxonomic family, 10% of one genus, and 5% of one species (see graphic page 6).

To illustrate the importance of biological diversity, consider the analogy of financial diversity. In financial management, a diverse investment portfolio is insulated against volatility of individual investment products. Similarly, a healthy urban forest is one which contains a mix of species, such that if they are exposed to risk, individual losses will be minimized. This is accomplished by setting diversity goals which are based on the current tree species composition of the urban forest. To ensure that no more than five to ten % of the tree population is lost in the event of future pest or pathogen invasions, no species, genus or family of tree should be over-represented in the City's tree population. Age-class diversity is also an important consideration. A healthy forest has trees of many different ages. Young, intermediate and mature trees allow for regeneration, replacement and vigor in the overall forest community. A mixture of tree species, tree locations and tree ages will lead to the greatest diversity and insulate the urban forest against pest and pathogen outbreaks.

Perform a New Inventory of All City Trees by 2020 / Conduct Partial Audits Annually

Managing an urban forest requires a clear understanding of the existing trees including their ages and locations. With nearly 19,000 trees on City property, the tree population management must begin with an accurate inventory that can be maintained with a high level of accuracy. Prior to the devastation caused by the Emerald Ash Borer, a baseline study was conducted as part of this Plan. After the mass Ash tree removal and replacement program, the tree inventory resulting from this study has an accuracy rating of approximately 70%. To improve the understanding of the City's trees, a full audit of the existing tree inventory is recommended. Alternately, the City may invest in a new inventory with an accuracy of 95 % or higher. The City's tree inventory will be audited periodically and trees re-evaluated in order to ensure accurate estimates for tree pruning and removal costs, and to maintain a high level of public safety and tree risk management.

Create a Canopy Cover Assessment / Set Strategic Goals for Increasing Tree Canopy

The tree canopy represents the area physically covered by trees. In addition to the number of individual trees, the amount of canopy cover is an important aspect of managing the urban forest. To conduct a canopy cover assessment, Geographic Information System (GIS) technology will be utilized with various data layers to examine the tree canopy. The study will include canopy cover on City-owned land as well as private property. This will not only give an accurate depiction of the total tree canopy coverage, but can also be utilized to determine where increased tree planting will be most beneficial to City. Through the use of programs and strategic partnerships, the long term goal will be to increase tree canopy in St. Charles overall. The stocking density of street trees is quite high already, so the crucial element will be to incentivize residents, businesses and other landowners to plant trees.

Mulch All Parkway Trees Less Than 16 Inches in Diameter by 2040

An urban parkway is a difficult place for a tree to become established and to live a long, healthy life. Proper mulching can significantly increase a tree's ability to thrive. Currently the City mulches established trees sporadically. All new City plantings are specified to be mulched at the time of planting. A strategic outcome of the Plan will be to have all parkway trees less than 16 inches in diameter mulched by 2040. Another intended outcome of this initiative will be to educate residents about proper

mulching, and to notify residents when poor mulching techniques are observed. Of particular concern is the practice known as “volcano mulching” which is an improper mulching technique that can actually kill a tree.

Maintain Acceptable and Unacceptable Tree Species Lists

There are certain tree species which are appropriate for Municipal street tree plantings and those which are not. Unacceptable species are those which have very weak wood, are known invasive species, produce messy or foul-smelling fruits or create a public nuisance. Acceptable species are those which are adapted to the Midwest climate of the City, are non-invasive species and do not pose high risk. A full breakdown of the City’s present and projected future tree population is provided on page 27. This list will be adjusted as needed. Also included is an “acceptable” and an “unacceptable” species list. The City and its Natural Resources Commission will review the list periodically in response to changes in species composition of the current urban forest, weather events and availability of new tree species. A City ordinance addressing the planting of acceptable/unacceptable species will be proposed. The City must be able to enforce the ordinance.

Incorporate Best Management Practices in Tree Care Operations and Educate Residents

The City’s Public Services Division forest crew and all contractors working for the City will be in compliance with the latest industry best management practices. The American National Standards Institute (ANSI) and International Society of Arboriculture (ISA) best management practices will be integral parts of requests for proposals (RFPs) and bid documents when seeking qualified contractors. The full text of all referenced standards will be made available to all City employees and contractors performing tree care operations within City limits. It is important that residents understand these practices as well to be able to accurately judge when staff and contractors are performing tree work in accordance with these standards. Public outreach and education will be performed by the City’s Natural Resources Commission, and this UFMP will be part of the public domain as a reference for all residents.

Create, Utilize and Maintain a Tree Risk Assessment Policy

A risk assessment policy has been created for the City as part of this document. The risk assessment policy will aid in identifying, documenting and removing or mitigating trees in a timely manner that may pose a threat to public safety. This will reduce the overall level of risk posed by parkway trees, as well as exposure to liability from tree-related incidents by reducing their frequency. Basic risk assessment language and parameters are included in this document.

Preserve Quality Trees on Private Property and Within Construction Zones

One of the greatest green infrastructure assets the City has is its trees. Preserving the heritage and community that these trees represent is a cornerstone of this Plan. A tree survey should be conducted prior to issuing permits for construction activity, and a tree protection zone must be established and enforced during construction activities. In addition, trees of certain sizes and species should require a removal permit prior to being removed from private property. These are standard requirements in most municipalities, and are intended to preserve trees as a common resource when possible.

Reduce the Presence of Invasive / Aggressive Species

Invasive species refers to trees that are not native to our geographic area (the upper Midwest), that have a high reproductive rate and that may spread to nearby natural areas or manicured landscapes. When non-native species spread, they tend to out-compete native species and cause woodlands and open spaces to become degraded. Examples of invasive species include European Buckthorn and Asian Honeysuckle, which are currently destroying our native Oak ecosystems. Some popular landscape trees, such as Callery Pear and Amur Corktree, have shown high invasive potential. The City should encourage the removal of invasive species from private land through incentive programs, or by utilizing volunteer workdays for invasive species on City-owned property.

Increase Awareness of Urban Forest and Engage Residents

There are a wide range of opinions as well as knowledge regarding trees. By educating the public and business owners, the City will raise awareness and appreciation of the urban forest and best management practices, and the economic and environmental benefits of trees have to these stakeholders. An educated and invested citizenry is essential to the success of the UFMP. The City will educate residents and businesses and engage them in stewardship activities. These activities include the annual Arbor Day celebration, Langum Woods cleanup days and participation in other organized community forestry initiatives and activities.

Section 2 – Definitions / Normative References

Aerial Assessment: An assessment of all or part of the crown from a position aloft.

Aerial Patrol: An assessment of a tree or a population of trees conducted from a helicopter, fixed-wing airplane, satellite, or other means.

Arborist: An individual engaged in the profession of arboriculture who is educated, trained and licensed to provide for or supervise the management of trees and other woody plants.

Arborist Trainee: An individual who works under the direct supervision of an Arborist.

Balled and Burlapped: A tree, shrub or other plant prepared for transplanting by allowing the roots to remain covered by a ball of soil around which canvas or burlap is tied and secured with a basket.

Bare Root: Harvested plants from which the soil or growing medium has been removed.

Best Management Practices (BMP): Methods or techniques found to be the most effective and practical means in achieving an objective while making the optimum use of resources.

Biltmore Stick: A measuring stick used to quickly estimate tree diameter using parallax-adjusted inches.

Caliper: Standard nurseryman's measure of tree diameter (size). Caliper measurement of the trunk is taken six inches above the ground up to and including four-inch caliper size. If the caliper at six inches above the ground exceeds four inches, the caliper should be measured at 12 inches above the ground.

Certified Arborist: An individual who has sufficient experience in the field of Arboriculture, and who has been certified by the International Society of Arboriculture as Certified Arborist.

Compacted Soil: A high-density soil lacking structure and porosity, characterized by restricted water infiltration and percolation (drainage) and limited root penetration.

Containerized: A tree, shrub or other plant prepared for transplanting or grown in a solid-walled container such as a plastic pot or wooden box.

Controlling Authority: An agency, organization or corporate entity with the legal authority and/or obligation to manage individual trees or tree populations (i.e. the City of St. Charles).

Crown: The upper part of a tree, measured from the lowest branch, including all branches and foliage.

Critical Root Zone (CRZ): The minimum volume of roots necessary for the health and stability of a tree.

Cycle Pruning: The process of routine maintenance pruning of trees, not related to storm damage or other hazard or emergency related-pruning, that occurs on a set and predictable time schedule determined by the City.

Diameter Tape: A tape measure calibrated specifically to measure diameter, with each "inch" on the tape being 3.141 true inches.

Diameter: Also DBH (Diameter at Breast Height). A standard forestry measure of tree diameter (size), measured at 4.5' above ground level on the uphill side of a tree using a diameter tape or Biltmore stick.

Diseased: The status of a tree which has been negatively impacted by a pathogen, bacterial, fungal, viral or similar organism.

Drip Line: The soil surface delineated by the branch spread of a single plant or group of plants.

Drought: A period of two weeks or greater during which there is less than one inch of rainfall, when the average daytime temperature during that same period exceeds 75 degrees Fahrenheit.

Dying: A tree which is in the process of biological death due to senescence, disease, infestation or other such malady from which there is very little to no hope of long-term survival.

Establishment Pruning: The pruning of a young tree in order to establish proper form and branching habit.

Failure: Breakage of stem or branches, or loss of mechanical support in the root system.

Flush Cut: Either a pruning cut or final cut to remove a stump, for which the maximum acceptable distance from the ground or the branch bark ridge will be no greater than two inches.

Hardscape: Non-living or man-made fixtures of a planned outdoor area, such as sidewalks, retaining walls, street lamps, etc.

Infested: The status of a tree that has been negatively impacted by pests or pathogens.

Mitigation: The process of diminishing risk.

Parkway Tree: Any woody plant within the publicly owned right-of-way or any other property owned or managed by the City.

Private Tree: Any woody plant existing on land not owned or managed by City of St. Charles.

Right-of-Way (ROW): The publicly owned land on which a road, railroad line or utility is built.

Root Protection Zone (RPZ): The area of ground surrounding a tree where excavation, compaction and other construction-related activities should be avoided or mitigated.

Sanitation Pruning: The removal of tree limbs that have become diseased or infested, in order to prevent the spread of disease or infestation from spreading throughout the rest of the tree (e.g. Dutch Elm Disease, Black Knot Fungus and certain cankers).

Sound Wood: Structurally sound, non-decayed, non-compromised wood in the trunk or scaffold branches of a tree.

Tree Protection Zone (TPZ): The area surrounding a tree in which excavation and other construction-related activities should be avoided.

Tree Risk: The likelihood and consequences of failure of a tree or tree parts.

Tree Risk Assessment: A systematic process used to identify, analyze and evaluate tree risk.

Section 3 – State of the Urban Forest in St. Charles

At the time of this writing, according to the City’s tree inventory, the tree population totals 18,924 active standing trees. As the remaining Ash trees are removed and replaced, this number should hold steady or rise slightly. The City’s long term tree count is estimated to be 19,000 trees. Shown below is a summary of the current tree inventory as of August 1, 2016.

| | |
|---|----------|
| Total Number of Trees | 18,924 |
| Total Number of Species | 94 |
| Total Number of Genera | 50 |
| Total Number of Families | 22 |
| Total Diameter Inches* | 124,953” |
| Average Tree Diameter | 6.62” |
| Approximate Number of Open Planting Sites | 1,800 |

There are several notable points in interpreting this data. First, there are over 750 trees in the standing inventory that are identified as “unknown species” or approximately 4% of the total inventory for which there is no species information. Additionally, the tree population was divided according to species and DBH range, but many of the tree diameters appear to be significantly misrepresented in the current tree population. The original inventory appears to have been conducted beginning in 1998 with no consistent upgrades to the inventory during the past 18 years. Therefore, the tree size data is likely inaccurate by an unknown margin.

TREE INVENTORY

Minor flaws in logistics should be rectified by a periodic review of existing stock in order to determine the actual inventory. An audit should be utilized to correct inaccuracies in inventory. To establish a background level of accuracy of the tree inventory, an audit of 200 randomly selected tree inventory sites was conducted. The results of the audit were as follows:

| Status | Tree Count |
|----------------------------------|-------------------|
| All Data Correct | 140 |
| Incorrect Species | 32 |
| Multiple Incorrect Fields | 12 |
| Incorrect DBH (by > 6") | 10 |
| Incorrect Address / GPS Location | 6 |

In this audit, 140 of 200 trees had no data errors. The accuracy level of the audit was approximately 70%. The audit proposed in this document will include a full inventory update with an accuracy level of $\geq 95\%$. A portion of this inventory should be audited and updated every year. The importance of an accurate, up-to-date inventory is multifold. Most tree care contractors charge for services based upon the diameter inch of a tree, therefore, without accurate tree measurement data, estimating costs is very difficult. Additionally, without accurate species data, a proper tree planting plan cannot be made. The City should have a fully updated tree inventory by the year 2020, either by a full audit of the existing data, or by the creation of a new inventory.

EMERALD ASH BORER

The City removed approximately 4,250 Ash trees since the Emerald Ash Borer (EAB) was first identified within city limits nearly a decade ago. Most removals were performed between 2010 and 2015 as the condition of standing Ash trees declined. During a 2015 audit of the remaining Ash tree population, it was found that only 245 standing Ash trees still exist in City parkways. Of these 245 Ash trees, approximately 75% are likely being treated by residents without the City's knowledge.



St. Charles has actively managed the EAB infestation since it was first identified within city limits, and has replanted trees at a nearly one to one ratio for each Ash tree removed. Though replacing mature tree canopy with much smaller nursery stock trees represents a significant reduction in the environmental benefits provided by the urban forest, the benefits of a mature tree canopy will be recouped with time as these replacement trees grow and mature.

DIVERSITY GOALS

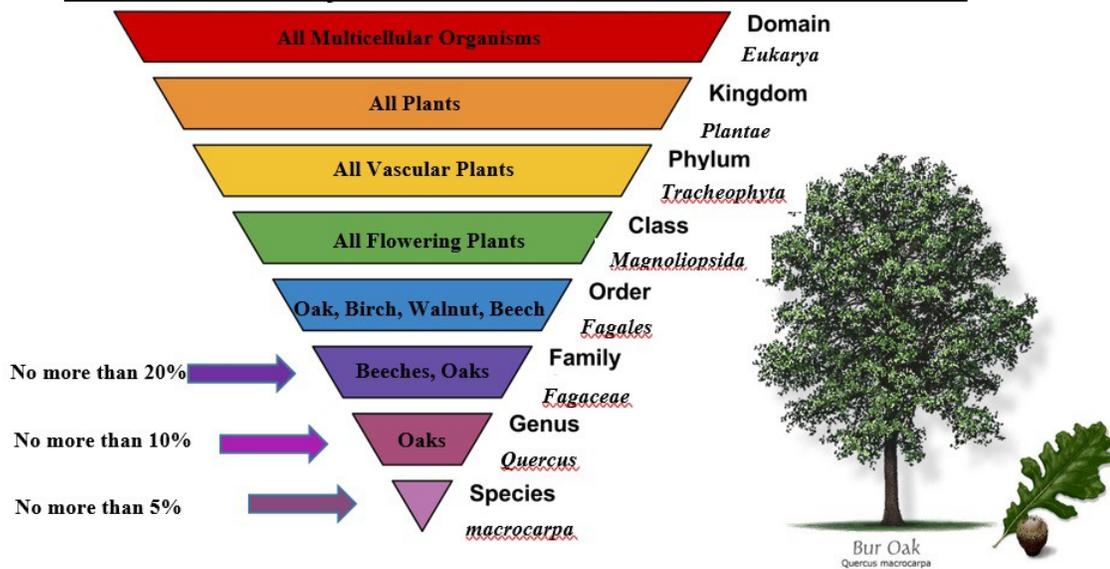
In prior decades the objective of urban forestry plans was to create tree lined streets and parks in which every tree was the same type, shape, age and height. This type of plan was thought to produce a symmetrical and uniform appearance. In studying past reforestation plans from the Chicago area from the 1960's, it was found that many area communities were originally designed in this manner. Urban foresters have since learned that once a pest or pathogen is introduced into a monoculture planting, the area turns into an epicenter of infestation that may cause serious damage, both ecologically and financially. Diversity in the urban forest helps to prevent and reduce the impact of pests and pathogens. There are three aspects of diversity in the urban forest: taxonomic, spatial and age-class diversity.

Taxonomic (Species) Diversity

Taxonomy is the classification of plants, animals and other life forms into distinct categories (species, genus, family, order, kingdom, etc.). Each species is unique; there is only one type in that category, such as Silver Maple (*Acer saccharinum*), which refers to only one specific type of tree. A genus is a group that may contain multiple species. All Maple trees, for instance, are in the genus *Acer*. There are over 1,500 known species of Maples. At the order level, Maples are part of a larger group (*Sapindales*) which contains other families, including Horse Chestnut, Sumac and Mahogany. The broadest category is known as kingdom. Maples, for example, are part of the *Plantae* kingdom which includes every type of plant on earth.

The more similar tree species are to each other, the higher the likelihood that an insect or pathogen would be able to exploit every species of that genus. EAB is a classic example of this, as it affected every tree species in the Ash genus. The best prevention we have is to limit the number of trees that could be impacted by a new pest or pathogen. While diversity of species is important (such as White Oak, Red Oak, Bur Oak and Pin Oak), it is also important to achieve diversity on the genus and family levels. The "20-10- 5 rule" is recommended for City tree plantings, which specifies that no more than 20% of any one family, 10% of any one genus and 5% of any one species populate the urban forest. This level of taxonomic diversity is consistent with current arboricultural industry standards.

Taxonomy and the 20-10-5 Rule



Spatial Diversity

Spatial diversity involves mixing tree species evenly over an entire tree population rather than planting only a few species of trees in a given geographic area or neighborhood. Spatial diversity increases the distance between potential host organisms. The concept of diseases and the vectors (hosts) through which they spread is a cornerstone of modern epidemiology. The easiest way to slow the spread of any new pest or pathogen is to increase the distance between potential host trees. Every pest or disease, such as EAB or Dutch Elm Disease (DED), has a limited area where it can spread in a given time frame. The more difficult it is to get to the next host tree, the less of a problem the pest or pathogen becomes, and the easier quarantine becomes.

In addition to the functional benefits provided by increasing spatial diversity, communities that have implemented diverse plantings over the past several decades have demonstrated that such diversity yields an arboretum-like landscape that is both functional and aesthetically pleasing.

Age-Class Diversity

The former urban forestry paradigm promoted even-aged tree plantings, so that all trees were approximately the same size and age. However, once even-aged trees begin to decline, most will require removal and replanting almost simultaneously. This can leave an entire neighborhood without shade for a decade or more. The current approach of the urban forestry community is to strategically plant trees in neighborhoods over a longer timeframe. With this strategy, trees will grow to maturity in different stages and die at different times. When the dead trees are eventually removed, there will always be a variety of age classes on a block or in a neighborhood. This reduces the pressure to reforest an area immediately after removal, which can help to manage costs and maintain budget cycles. A mixed age-class stand planting ensures that mature trees are always present in a neighborhood. It also will allow for strategic planting of trees based on the existing canopy.

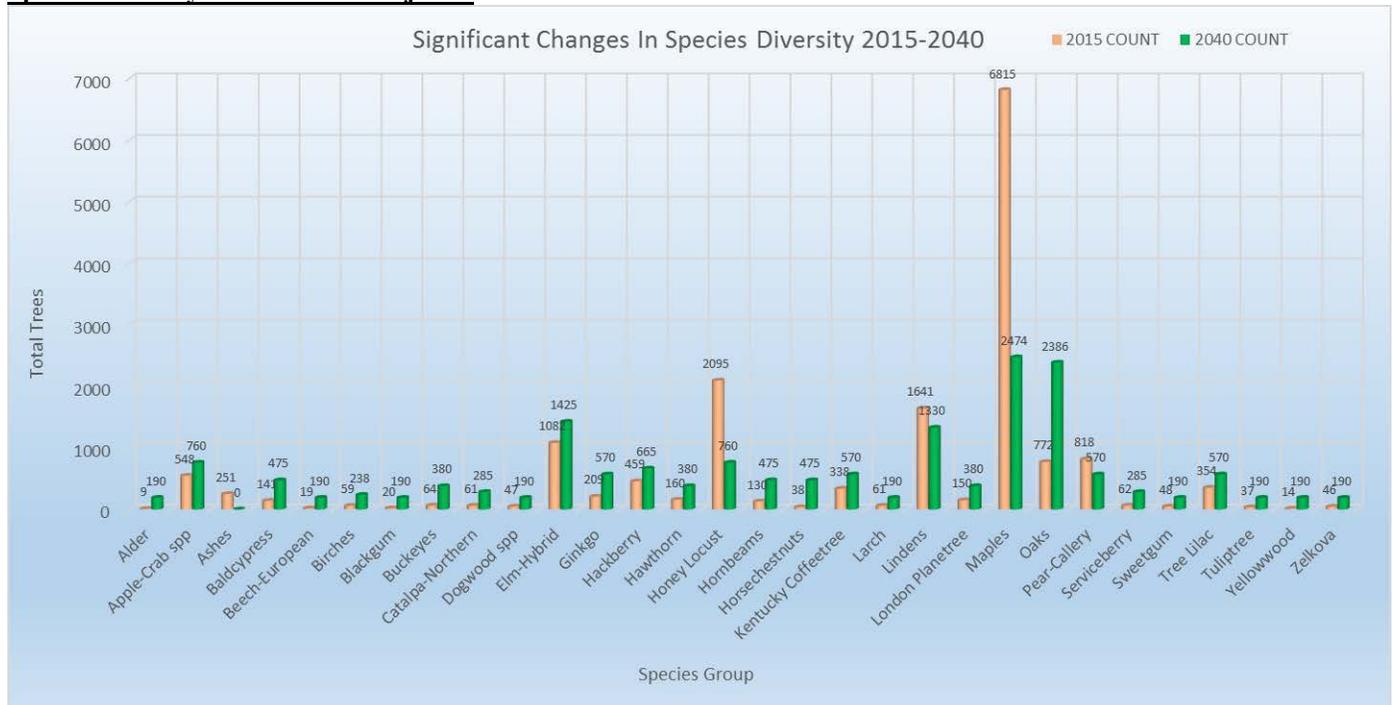
An additional benefit of mixed-age plantings is the ability to plant shade-loving trees as well as sun-loving trees. When a street or neighborhood is newly planted with trees of the same age, all the trees are essentially in full sun. This precludes the ability to plant shade loving trees, as they have a tendency to dry out in the summer sun. With mixed-age stands, shade-tolerant, medium height trees may be planted underneath a canopy of larger, mature trees.

CURRENT PARKWAY TREE SPECIES COMPOSITION

The table on the following page indicates how certain species and genera are currently over-represented in the City's tree population. Tree species such as Norway Maple and Honey Locust alone comprise over 10% of the tree population. Maples account for 36% of all parkway trees. As mentioned previously, over-represented trees are at risk of mass losses due to newly introduced pests and pathogens. Strategic tree removal and planting goals have been established for the next 25 years to establish balance in species composition, and an increase overall levels of diversity in order to insulate the urban forest. This document will outline how to reduce the population percentage of over-planted trees as well as increase the numbers of under-planted trees.

| SPECIES | COUNT | % of TOTAL | SPECIES | COUNT | % of TOTAL | SPECIES | COUNT | % of TOTAL |
|---------------------|-------|------------|------------------------|-------|------------|-------------------|-------|------------|
| Maple-Norway | 2880 | 16.24% | Larch | 61 | 0.34% | Beech-American | 15 | 0.08% |
| Honey Locust | 2095 | 11.81% | Spruce-spp | 59 | 0.33% | Yellowwood | 14 | 0.08% |
| Maple-Freeman | 1701 | 9.59% | Elm-American | 59 | 0.33% | Hickory spp | 13 | 0.07% |
| Elm-Hybrid | 1082 | 6.10% | Chokecherry-Canada Red | 50 | 0.28% | Cherry-Ornamental | 13 | 0.07% |
| Maple-Sugar | 998 | 5.63% | Sweetgum | 48 | 0.27% | Pine-Scotch | 11 | 0.06% |
| Linden-Littleleaf | 897 | 5.06% | Dogwood spp | 47 | 0.27% | Cottonwood | 11 | 0.06% |
| Pear-Callery | 818 | 4.61% | Pine-Austrian | 47 | 0.27% | Oak spp | 10 | 0.06% |
| Maple-Red | 752 | 4.24% | Zelkova | 46 | 0.26% | Alder | 9 | 0.05% |
| Linden-American | 631 | 3.56% | Plum | 44 | 0.25% | Poplar | 9 | 0.05% |
| Apple-Crab spp | 548 | 3.09% | Oak-English | 43 | 0.24% | Pine spp | 7 | 0.04% |
| Hackberry | 459 | 2.59% | Birch-River | 42 | 0.24% | Horsechestnut-Red | 6 | 0.03% |
| Tree Lilac | 354 | 2.00% | Oak-Chinquapin | 42 | 0.24% | Amur Corktree | 5 | 0.03% |
| Kentucky Coffeetree | 338 | 1.91% | Spruce-Blue | 40 | 0.23% | Walnut-White | 4 | 0.02% |
| Maple-Miyabei | 338 | 1.91% | Hornbeam-European | 39 | 0.22% | Ash-Blue | 4 | 0.02% |
| Apple-Edible | 265 | 1.49% | Tuliptree | 37 | 0.21% | Pecan | 3 | 0.02% |
| Oak-Red | 235 | 1.33% | Black Locust | 36 | 0.20% | Maple-Japanese | 3 | 0.02% |
| Oak-Swamp White | 224 | 1.26% | Mulberry | 36 | 0.20% | Magnolia spp | 2 | 0.01% |
| Ginkgo | 209 | 1.18% | Maple-Black | 36 | 0.20% | Fir spp | 2 | 0.01% |
| Ash-Green | 163 | 0.92% | Oak-Pin | 35 | 0.20% | Pine-Virginia | 2 | 0.01% |
| Hawthorn | 160 | 0.90% | Buckeye-Ohio | 32 | 0.18% | Hemlock | 2 | 0.01% |
| London Planetree | 150 | 0.85% | Buckeye-Yellow | 32 | 0.18% | Mountain Ash | 2 | 0.01% |
| Baldcypress | 141 | 0.80% | Horsechestnut | 32 | 0.18% | Persimmon | 1 | 0.01% |
| Linden-Silver | 113 | 0.64% | Redbud | 31 | 0.17% | Oak-Shingle | 1 | 0.01% |
| Oak-White | 92 | 0.52% | Cherry-Black/Pin | 29 | 0.16% | Fringetree | 1 | 0.01% |
| Hornbeam-American | 91 | 0.51% | Maple-Hedge | 26 | 0.15% | Willow-Weeping | 1 | 0.01% |
| Oak-Burr | 90 | 0.51% | Eastern Redcedar | 22 | 0.12% | | | |
| Elm-Siberian | 88 | 0.50% | Blackgum | 20 | 0.11% | | | |
| Ash-White | 84 | 0.47% | Box Elder | 20 | 0.11% | | | |
| Pine-White | 79 | 0.45% | Dawn Redwood | 19 | 0.11% | | | |
| Sycamore | 65 | 0.37% | Beech-European | 19 | 0.11% | | | |
| Maple-Shantung | 65 | 0.37% | Ironwood | 18 | 0.10% | | | |
| Serviceberry | 62 | 0.35% | Birch-White | 17 | 0.10% | | | |
| Catalpa-Northern | 61 | 0.34% | Maple-Amur | 16 | 0.09% | | | |
| Walnut-Black | 61 | 0.34% | Katsura | 15 | 0.08% | | | |

Species Diversity: Current and Projected



| SPECIES | 2015 COUNT | 2040 COUNT | SPECIES | 2015 COUNT | 2040 COUNT | SPECIES | 2015 COUNT | 2040 COUNT |
|------------------------|------------|------------|---------------------|------------|------------|--------------------|------------|------------|
| Alder | 9 | 190 | Golden Raintree | 0 | 48 | Mulberry | 36 | 0 |
| Amur Corktree | 5 | 48 | Hackberry | 459 | 665 | Oak spp | 10 | 11 |
| Amur Maackia | 0 | 48 | Hardy Rubber Tree | 0 | 48 | Oak-Burr | 90 | 380 |
| Apple-Crab spp | 548 | 760 | Hawthorn | 160 | 380 | Oak-Chinquapin | 42 | 190 |
| Apple-Edible | 265 | 95 | Hazelnut | 0 | 48 | Oak-English | 43 | 285 |
| Ash-Blue | 4 | 0 | Hemlock | 2 | 0 | Oak-Pin | 35 | 190 |
| Ash-Green | 163 | 0 | Hickory spp | 13 | 95 | Oak-Red | 235 | 380 |
| Ash-White | 84 | 0 | Honey Locust | 2095 | 760 | Oak-Shingle | 1 | 190 |
| Baldcypress | 141 | 475 | Hornbeam-American | 91 | 285 | Oak-Swamp White | 224 | 380 |
| Beech-American | 15 | 95 | Hornbeam-European | 39 | 190 | Oak-White | 92 | 380 |
| Beech-European | 19 | 190 | Horsechestnut | 32 | 380 | Pagodatree | 0 | 95 |
| Birch-River | 42 | 190 | Horsechestnut-Red | 6 | 95 | Pear-Callery | 818 | 570 |
| Birch-White | 17 | 48 | Ironwood | 18 | 95 | Pecan | 3 | 48 |
| Black Locust | 36 | 76 | Katsura | 15 | 95 | Persian Ironwood | 0 | 48 |
| Blackgum | 20 | 190 | Kentucky Coffeetree | 338 | 570 | Persimmon | 1 | 48 |
| Box Elder | 20 | 0 | Larch | 61 | 190 | Pine spp | 7 | 0 |
| Buckeye-Ohio | 32 | 190 | Linden-American | 631 | 380 | Pine-Austrian | 47 | 0 |
| Buckeye-Yellow | 32 | 190 | Linden-Littleleaf | 897 | 570 | Pine-Scotch | 11 | 0 |
| Catalpa-Northern | 61 | 285 | Linden-Silver | 113 | 380 | Pine-Virginia | 2 | 0 |
| Cherry-Black/Pin | 29 | 0 | London Planetree | 150 | 380 | Pine-White | 79 | 0 |
| Cherry-Ornamental | 13 | 48 | Magnolia spp | 2 | 48 | Plum | 44 | 38 |
| Chokecherry-Canada Red | 50 | 95 | Maple-Amur | 16 | 0 | Poplar | 9 | 0 |
| Cottonwood | 11 | 0 | Maple-Black | 36 | 95 | Redbud | 31 | 95 |
| Dawn Redwood | 19 | 95 | Maple-Freeman | 1701 | 380 | Serviceberry | 62 | 285 |
| Dogwood spp | 47 | 190 | Maple-Hedge | 26 | 190 | Smoketree-American | 0 | 48 |
| Eastern Redcedar | 22 | 0 | Maple-Japanese | 3 | 4 | Spruce-Blue | 40 | 0 |
| Elm-American | 59 | 48 | Maple-Miyabei | 338 | 380 | Spruce-spp | 59 | 63 |
| Elm-Hybrid | 1082 | 1425 | Maple-Norway | 2880 | 380 | Sweetgum | 48 | 190 |
| Elm-Siberian | 88 | 0 | Maple-Red | 752 | 380 | Sycamore | 65 | 95 |
| Fir spp | 2 | 0 | Maple-Shantung | 65 | 285 | Tree Lilac | 354 | 570 |
| Fringetree | 1 | 10 | Maple-Sugar | 998 | 380 | Tuliptree | 37 | 190 |
| Ginkgo | 209 | 570 | Mountain Ash | 2 | 48 | Walnut-Black | 61 | 65 |
| | | | | | | Walnut-White | 4 | 4 |
| | | | | | | Willow-Weeping | 1 | 0 |
| | | | | | | Yellowwood | 14 | 190 |
| | | | | | | Zelkova | 46 | 190 |

Section 5 – Tree Removal

TREE REMOVAL ACTIVITIES

Safe Removal of a Tree to an Appropriate Flush Cut

Tree removal can be a very dangerous activity which puts people, property and workers in harm's way. Tree removal should be performed under the guidance of a Certified Arborist, Arborist Trainees or experienced City staff members. The safe removal of a tree involves the removal of all portions of the secondary branches, followed by scaffold branches and finally the trunk. The stump must be flush cut such that the highest portion of the cut is no greater than two inches from the highest part of the ground surface.

Stump Grinding

Within a reasonable amount of time following tree removal, stumps and roots should be removed from the parkway using an approved stump grinding machine. No portion of the stump should be less than eight inches below the surrounding soil surface, with no surface roots visible to the naked eye. If the site is to be planted with a new tree, the depth of the stump should be increased to 24 inches below the soil surface. This will ensure that a new tree may be successfully planted near the site of the removed tree, and that no re-sprouting will occur from the old stump. The depth to which a stump is ground may be altered by the City depending on specific circumstances. Until the parkway is fully restored, the stump hole should be filled and compacted to ground level using the debris from the stump removal.



Parkway Restoration

Once a tree has been safely removed and the stump has been ground, the parkway should be fully restored if a tree is not scheduled to be planted in or adjacent to the old hole within six weeks. Parkway restoration consists of removing a portion of the stump chips from the hole, mixing with a quality topsoil, tamping down to match the surrounding grade, spreading grass seed over the top of the topsoil and securing green turf blanket over the topsoil.

REASONS FOR TREE REMOVAL

Removal of trees in the City's ROW will always be at the discretion of the City in the best public interest. When the trunk, branches or roots fail, a standing tree can cause great harm or even fatality, and small dead trees can be an eyesore, reducing property values. Old trees can hold great sentimental value, and many people become attached to these neighborhood icons; however, there are times when the presence of a mature tree creates a public hazard. While it may be difficult emotionally to remove these trees, there are several health and safety reasons to do so.

Tree removal will be conducted based on the best available evidence collected by in-house staff, as well as third party review from consulting Arborists when necessary. Trees will not be removed in order to fill arbitrary removal quotas, or based on a removal request with no evidence of a need for removal.

Dead or Dying

If a tree is biologically dead or nearly dead, it will require removal. Trees which are standing dead, have approximately 70% dead crown or greater (as determined by ocular estimate), or have less than approximately 40% sound wood in the cross-section of the trunk (as determined by mallet sounding), will be removed as expediently as practical.



Diseased or Infested

Trees determined to be diseased or infested by the City will be removed at the discretion of the City as expediently as possible.

Diseases are caused by viral, fungal or bacterial pathogens.

Infestations are caused by insects or other small animals. Dutch Elm Disease, for example, is a fungal disease that kills Elm trees when they are infected. Emerald Ash Borer is an insect which kills Ash trees by infesting them. The prompt removal of diseased or infested trees limits the exposure of other nearby trees. The removal of one tree may save dozens of others.

High Risk

There is potential liability with high risk trees. Tree risk can be assessed in many ways, generally through the observations and measurements of a trained, qualified staff member or expert in the field of Arboriculture. If an assessment determines a tree to be "high risk" or "extreme risk," the City will remove the tree as soon as practical. Timely removal is critical because high risk trees expose the public or property to potential harm. A Risk Assessment Report will document the circumstances prior to removal. Often, risk can be mitigated by removing a portion of the tree at risk. If the entire tree is determined to be at high or extreme risk of failure, however, the entire tree will be removed.



Emergency / Storm Damage Removals

A tree will be removed if it has been severely damaged and/or compromised by lightning, wind or another type of natural disaster. "Severely storm-damaged" will generally be defined as a tree that has lost 33% or more of its crown due to wind damage, has a large crack or other wound in the trunk resulting from high winds, has a lean of greater than ten degrees from vertical or that has sustained a lightning strike.

Damage from Construction or Vehicle Strike

The City will assess trees that have been impacted by a vehicle strike or a large piece of construction equipment. If the tree has suffered physical damage or extreme root compaction and is likely to decline and become high risk, it will be scheduled for removal. The removal decision will be based on the best professional judgement of City staff.

Reasonable Resident Request

If a tree has non-terminal pest or pathogen issues, moderately poor structure or is in somewhat poor condition, a resident may request the removal of the tree. Resident requests will be reviewed by City staff on a case-by-case basis. If a tree shows significant potential to decline or pose a threat in the near term, the City may agree to the removal within the next five years. Note that young and/or healthy trees will not be considered eligible for this type of removal request.

Interference with Utility or Signage

A tree will be removed if it is interfering with the function or visibility of official traffic control devices, or has negatively impacted above or below ground utilities in a manner that cannot be mitigated by pruning or other cost-effective measures.

Overplanted and Underperforming

No healthy tree should be removed for the sole reason of over-planting. The City is adopting industry best management practices for diversity in its urban forest with the goal of building a diverse urban forest by the year 2040. Over-planted species determined to be in “poor condition” during the most recent visual assessment will be assessed for further decline or recovery. Those trees in noticeable decline will be removed at the discretion of the City. Removal of declining trees will be utilized as a preventative measure so these trees do not decline to a point where they become hazardous, not used as a reason to remove an otherwise healthy tree.

OBJECTIVES AND GOALS



As shown above, the City can anticipate planting 9,296 trees (approximately 371 trees per year) over the next 25 years, while removing 8,046 trees (approximately 321 per year). This will result in a net increase of 1,250 trees on City owned ROWs. Since the City currently has 18,900 trees and 1,800 planting spaces, this will leave the City with 550 open planting sites. This is a desirable stocking density as there are approximately 775,000 linear feet of streets in St Charles and 18,900 trees, equating to a stocking density of 41 feet between trees, which is slightly high. When the number of planted trees reaches 20,150 (as shown above) the stocking density will be 38 feet between trees. Typically, ideal tree pacing is between 35-40 feet which allows trees enough space to develop good architecture, while not appearing “sparse” even when young. Additionally, the decision to leave 500 planting sites unplanted accounts for those sites which should not have a tree planted, therefore, therefore only high quality planting sites are being considered. It should be noted that St. Charles can expect a much younger tree population by 2040.

REQUIREMENTS AND STANDARDS

The following requirements and standards will be met during tree removal activities:

City of St. Charles

1. All personnel directly involved in chainsaw operation, climbing, bucket truck operation and rigging limbs will be have sufficient training and experience to perform such duties while employed by the City.
2. Only qualified utility arborists may perform tree removal operations within ten feet of an electric utility line. Consideration will be given to contractors with arborist and line clearance arborist certifications. City employees may complete trunk removal and stump grinding only if the remaining portion of the tree is greater than ten feet from a transmission line.
3. The City will not remove healthy trees in order to meet diversity goals, unless the tree poses risk to persons or property.
4. The City of St. Charles will not perform or assist, programmatically or financially, with the removal of trees on private property. If a private tree falls into the ROW, the portion of the tree impacting the ROW will be removed to the property line(s) by City staff.

ANSI Z133.1 Arboriculture Safety Standards

ANSI Z133.1 safety standards will apply to all tree care operations outlined in the remainder of this Plan. The full text of the ANSI safety manual will be made available to all City employees and contractors involved with tree care operations.

1. All tools and equipment utilized for tree care operations, including those not specifically mentioned below, will be inspected and maintained by qualified personnel in accordance with the manufacturer's care instructions.
2. All staff will be trained in the proper use, inspection and maintenance of tools and equipment utilized for tree care operations.
3. Certified Arborists or Arborist Trainees will conduct job briefings daily prior to tree care operations of any kind and the information will be communicated to all workers.
4. All activities performed on any job site for any activity outlined in this Plan will comply with all applicable OSHA guidelines and standards.
5. Traffic and pedestrian control will be established around a job site prior to the beginning of tree care operations.
6. Emergency contact information and a safety kit conforming to the ANSI Z308.1 standards will be made available to all workers. All employees will have basic instruction on the use of CPR and First Aid.
7. Personal Protective Equipment (PPE) will be required when there is a reasonable probability of injury or illness on the job site as determined by the Certified Arborist or Arborist Trainee prior to the beginning of tree care operations each day. PPE will be made available and will be well-maintained in accordance with the manufacturer's requirements.
8. Head protection will conform to ANSI Z89.1, face and eye protection will conform to ANSI Z87.1, respiratory protection will comply with ANSI Z88.2, leg protection will always be worn when using a chainsaw.
9. Flammable liquids will be kept a minimum of ten feet from open sources of flame or high heat and will be stored in approved containers.
10. All City staff and contractors working near electrical hazards will be qualified to do so and will be educated on ANSI standards for Electrical Hazards and Line Clearance.
11. Vehicles and mobile equipment will be inspected and maintained by qualified personnel in accordance with the manufacturer's requirements and will be equipped with all standard safety devices, decals and instructions, and will be operated in accordance with all federal, state and local motor vehicle codes and ordinances.
12. Aerial devices will be inspected and maintained by qualified personnel in accordance with the manufacturer's requirements, and will be equipped with all standard safety devices, decals and instructions.
13. Aerial devices will be stabilized by wheel chocks, outriggers or stabilizers as necessary for the device, and will never be used to lift, hoist or lower logs or equipment unless specifically designed to do so.

14. Aerial devices will be equipped with fall protection devices and permanent load ratings, in accordance with ANSI/SIA 92.2 or 92.5, as applicable to the specific aerial device.
15. No aerial device will be allowed to make contact with electrical conductors, and minimum safe distances will be maintained in accordance with the ANSIZ133.1 standard.
16. All brush chippers will be inspected and maintained by qualified personnel in accordance with the manufacturer's requirements, and will be equipped with all standard safety devices, decals and instructions.
17. Sprayers and related plant health care equipment will be inspected and maintained by qualified personnel in accordance with the manufacturer's requirements, and will be equipped with all standard safety devices, decals and instructions.
18. Sprayer tanks or other similar enclosed spaces will not be entered unless performed in accordance with a confined-space entry plan in compliance with OSHA 1910.46 requirements, including air-quality testing, training and PPE.
19. Chain saws and other similar portable power tools will not be operated unless the manufacturer's safety devices are in proper working order. Manufacturer's safety devices will not be removed or modified.
20. Forestry staff will have a minimum of two points of attachment to a tree or aerial device while operating a chainsaw at all times, unless the hazard posed by the second point of attachment poses a greater hazard than utilizing one point of attachment.
21. A visual hazard assessment, including a root collar inspection, will be performed by a Certified Arborist or Arborist Trainee prior to climbing, entering or performing work in or on any tree, and a second crew member will be within visual or voice communication at all times during arboricultural operations that are in excess of 12 feet from the ground surface.
22. All ropes, saddles, carabiners and other similar climbing equipment will be: A) approved for use in the tree care industry by the manufacturer, B) have a minimum breaking strength or load capacity of 5,000 pounds, C) be inspected before each use and D) equipment will be removed from service when it shows signs of excessive wear or deterioration.
23. No work will be performed from a ladder or other similar support device unless the employee is tied in or has a minimum of two points of attachment to the tree.
24. All pruning, removal and rigging operations will have a designated drop zone where limbs, trunks and tools can be dropped from aloft without impacting pedestrians or passersby. A visual or verbal communication system between the employee aloft and the employee(s) on the ground will be established to determine when the employee aloft can safely drop tree parts or tools.
25. Any tree parts which cannot be safely dropped or controlled from aloft will have a separate rigging line tied to them to help control their fall. The tree will be inspected for structural stability prior to the establishment of a rigging system in the tree. When trees appear to have defects that could jeopardize the ability to safely use a rigging system to drop or control a limb, an alternate plan will be implemented.
26. All equipment utilized in rigging will meet the load ratings for the limb being rigged, and a qualified employee, trained in proper rigging procedure will determine the rigging procedure and equipment to be utilized. Any equipment that has been damaged or overloaded will be removed from service.
27. When removing a tree, a crew leader will determine what equipment is necessary and how many crew members will be directly involved in drop zone operations. A well-established escape route will be planned prior to the beginning of removal operations. Any non-involved workers will be away from the drop zone at a distance of twice the height of the trunk or tree being removed.
28. Notches will be used on all trees and trunks greater than five inches in diameter during removal operations, and should conform to the standards of ANSIZ133.1 Standard.
29. Loose clothing, ropes, lanyards and saddles will not be worn during any tree care activity where the risk of entanglement with tools or machinery is possible, particularly with brushchippers.

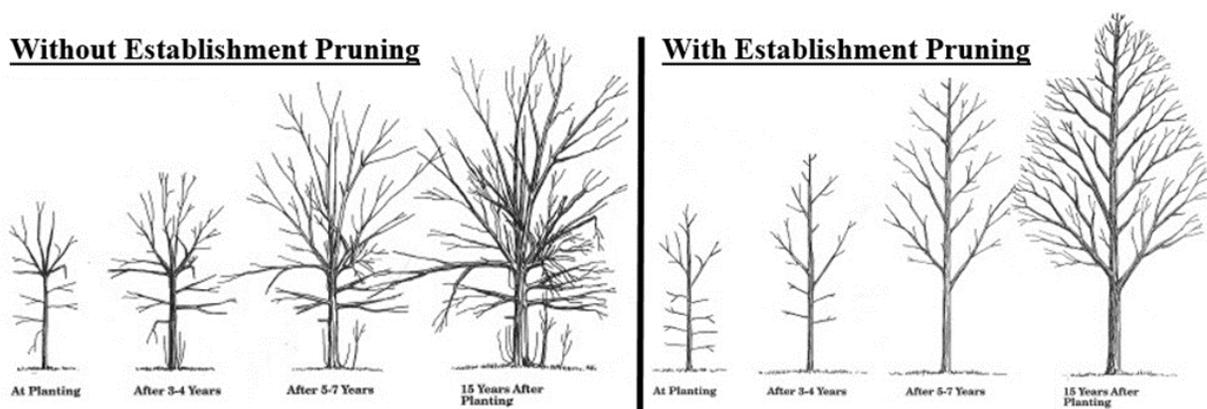
Section 6 – Tree Pruning and Standard Maintenance

Tree pruning accomplishes several very important things for a tree. Pruning reduces the risk of failure, provides clearance for utilities or other structures, reduces shade, reduces wind resistance and wind damage, maintains overall tree health and improves overall aesthetics. Activities related to tree pruning, as well as several other basic maintenance tasks are detailed below.

MAINTENANCE ACTIVITIES

Pruning Young Trees

A young tree is generally considered to be six to eight inches in diameter or less. There are exceptions for very slow-growing and very fast-growing species. Young trees are still trying to acclimate to their sites, and pruning young trees has different goals and outcomes than pruning larger, mature trees. The standard nursery stock sold in stores has been meticulously pruned for four to ten years to have a single trunk, and the branching patterns common to the various tree species. Without proper establishment pruning, these trees might have multiple trunks, poor branch structure and overall poor form and architecture. Pruning young trees to establish proper form is one of the most cost-effective maintenance activities. It is an inexpensive procedure that does not require a great amount of man-hours, and saves thousands of dollars in pruning and maintenance costs later in the life of a tree.



Pruning Mature Trees

Depending on the species, a mature tree is generally considered to be greater than six to eight inches in diameter. Mature trees are established in and acclimated to their sites. The pressure these trees face from their environment generally comes from above-ground factors such as pests, pathogens, man-made structures, other trees, windstorms or lightning strikes. Pruning is performed for these above-ground issues. Natural aging and/or death are additional reasons mature trees are pruned. Pruning mature trees may mitigate short-term risk, such as storm damage, or pruning may be done to maintain a tree's long-term health and structure. In the wild, trees lose limbs to wind and disease frequently; this is known as self-pruning. Allowing trees to self-prune over time is not advisable in an urban forest. Safety factors may arise, and the process of self-pruning may bring up aesthetic issues in an urban environment.



Watering

Water is one of the most important substances required by all living things. The importance of water in the establishment, growth, and survival of trees cannot be overstated.

Most trees adapted to our climate zone (USDA Zone 4) are also adapted to the amount of moisture we have in an average year. However, younger trees with less expansive root systems are susceptible to prolonged drought. Young trees often need additional watering, which is an essential maintenance activity and can increase the likelihood of the survival of newly planted or younger trees on the parkway.

Mulch / Parkway Repair

Parkway maintenance and proper applications of mulch are cost-effective maintenance activities. Mulch has many benefits, including eliminating weed growth in the root zone, allowing water to percolate into the soil, reducing evaporation rates and creating a naturally acidic and fertile soil environment. Turf grass often seen on parkways competes for resources such as water and nutrients, and mulch eliminates this competition. Volcano mulching is the poor practice of piling mulch against the trunk of the tree in excess of 3 inches deep. Volcano mulching causes moisture buildup against the trunk and can cause severe decay of the trunk tissue and ultimately tree death.

Improper Mulching



Proper Mulching



Chemical Applications

When practicable and applicable, chemical control for common pests or pathogens may be utilized as a preventative or curative method. Generally, the cost of chemical treatment is more expensive than removal of the tree. In rare circumstances, the City may decide to treat trees chemically. Residents must notify the City Arborist before they attempt to treat their parkway trees. Chemical treatment may be allowed by residents at their own expense, as long as treatments are performed by a Certified Arborist or staff member with an Illinois Pesticide Applicator license.



REASONS FOR MAINTENANCE

Establishment Pruning

Establishment pruning is the single most cost-savings measure in tree care as it establishes good form and branch structure for the life of the tree. Establishment pruning of newly planted trees should be performed a minimum of one time prior to the tree reaching six inches in diameter. Once established, the tree will only require periodic cycle pruning to maintain an appropriate form for the urban forest.

Cycle Pruning

Mature trees are pruned on a cyclical basis, dependent on the management strategy employed and based on the size of the tree population and the capacity of the controlling authority to manage that tree population. Cycle pruning ensures that dead branches, storm damaged limbs or unsightly growth are removed before becoming hazardous or unsightly. Cyclical pruning also ensures the proper leaf to stem ratio which provides structural support for the tree.

Following the removal and replanting of the Ash tree population as a result of the EAB, the City is striving to implement a six-year cycle pruning program in order to balance the tree population, anticipated budgets and manpower. When the six-year cycle pruning program is fully implemented, every tree in the City will be inspected and/or pruned once every six years.

The City is currently divided into 13 zones for various Public Works operational programs including asphalt maintenance and snow removal. The City will use these zones as a basis for its cycle pruning program with approximately two zones to be pruned each year.

Emergency / Storm Damage Pruning

Emergency pruning is nearly always necessary in order to mitigate severe risk, such as fallen limbs that are blocking traffic, have impacted a structure, are interfering with a utility or are hanging and in imminent danger of any of the above. Emergency and storm damage pruning will be conducted at the discretion of the City with the best interests of the public in mind.

Sanitation Pruning

When a tree has been diagnosed as diseased or infested, sanitation pruning may be utilized to maintain the tree while removing the diseased or infested portions. This technique is only effective when the host tree is infected or infested with certain pests and pathogens. Generally, removal will be the most cost-effective and safest option to avoid endangering other nearby trees.

Drought

When a drought occurs, the City encourages residents to institute a watering program for all trees planted within the last two years. Residential watering should be in compliance with the City's Water Conservation Ordinance. A watering program should encourage residents to provide approximately five gallons of water for each tree, once per week, until the drought has subsided.

Pest or Pathogen Outbreak

Removal will generally be the response to a diseased or infested tree. Pruning the diseased or infested portions of a tree may also be possible. These measures are less expensive than attempting chemical treatment.

REQUIREMENTS AND STANDARDS**City of St. Charles**

1. All activities directly related to the operation of a chainsaw, bucket truck, limb rigging, or tree climbing will be performed by a qualified employee, or under the supervision of a Certified Arborist or Arborist Trainee.
2. No pruning or maintenance activity that takes place within ten feet of a power transmission line will be performed by a City employee unless certified as a utility arborist. Consideration will be given to contractors with arborist and line clearance arborist certifications.
3. No cabling, bracing or other support systems will be installed in City-owned trees, either by the City, its residents or any contractors. Exception may be made by obtaining prior written approval of the City.
4. No heading, pollarding or espalier pruning will be conducted on City-owned trees, and no wound dressings will be used under any circumstances without a permit and prior written approval of the City.
5. Residents of the City may perform chemical applications on parkway trees, such as treatment for EAB, DED, Apple Scab or other common maladies with prior permission from the City. The City will not bear any financial responsibility associated with the costs of such treatments, and treatments must be performed by a Certified Arborist who holds an Illinois Pesticide Applicators license. Additionally, trees being treated by residents may still be removed at the discretion of the City for any of the reasons stated above. The City may deny or revoke permission for chemical treatment of parkway trees if an unqualified contractor is utilized, if potentially hazardous chemicals are involved or for any other reason at the discretion of the City.
6. The need for pruning and maintenance of individual trees and parkways will be at the discretion of the City and its designated contractors.

ANSI A300 - Part 1

1. A designated Arborist or Arborist Trainee will visually inspect each tree before beginning work. If any condition is observed above and beyond the original scope of work, the condition will be reported to the controlling authority before any work begins.
2. Pruning tools will be sharp before and during use.
3. Pruning cuts which remove a branch at its point of origin will be made close to the trunk or parent branch without cutting into the branch-bark collar or leaving a stub.
4. Pruning cuts made to reduce the length of a limb or parent stem will be made at a slight angle relative to the remaining stem, and not damage the remaining stem. If pruning to a lateral branch, the lateral should be large enough to assume the terminal role.
5. Final cuts will be made just outside the branch collar with the adjacent bark firmly attached.
6. Not more than 25% of the foliage will be removed during an annual growing season, depending on the tree species, size, age and condition. If more frequent pruning is necessary due to utilities, vistas or health considerations, removal of the tree should be considered as an alternative to pruning.

ISA BMP Manual

1. All employees or contractors directly involved with tree pruning will be familiar with the following pruning types and how they are to be used in conjunction with one another.
 - A. Pruning to Clean: Selective removal of dead, diseased, detached, cracked and broken branches.
 - B. Pruning to Thin: Selective removal of small live branches to reduce crown density.
 - C. Pruning to Raise: Selective removal of branches to provide vertical clearance.
 - D. Pruning to Reduce: Selective removal of branches and stems to decrease the height or spread of a tree or shrub.
 - E. Structural Pruning: Selective removal of live branches and stems to influence the orientation, spacing, growth rate, strength of attachment and ultimate size of branches and stems.
 - F. Pruning to Restore: Selective removal of branches, sprouts and stubs from trees and shrubs that have been topped, severely headed, vandalized, lion-tailed, storm damaged or otherwise damaged.

2. Every effort will be made to time pruning of individual tree species in accordance with best management practices for the tree species in question. All pruning work will be conducted at the discretion of the City and its approved contractors.

OBJECTIVES AND GOALS

| | 2015 Milestone 1 | 2020 Milestone 2 | 2025 Milestone 3 | 2030 Milestone 4 | 2035 Milestone 5 | 2040 Final Goals |
|-----------------------------|--|--|--|--|--|--|
| Cycle Pruning | Prune 1,700 trees/year | Prune 2,000 trees/year | Prune 2,300 trees/year | Prune 2,600 trees/year | Prune 2,900 trees/year | Prune 3,200 trees/year |
| Mulching Parkway Trees >16" | 10% of all City Owned trees properly mulched | 30% of all City Owned trees properly mulched | 50% of all City Owned trees properly mulched | 70% of all City Owned trees properly mulched | 90% of all City Owned trees properly mulched | ~100% of all City Owned trees properly mulched |

Section 7 – Tree Planting

This Plan exists to educate the public and set strategic goals for tree planting and canopy cover assessment. The Plan is intended to be reviewed and amended as necessary throughout the course of its effective lifecycle. The exact numbers of trees to be planted are not fixed. As trees are planted, removed, replaced and evaluated, the goals of this Plan are subject to change, at the discretion of the City, its Natural Resources Commission and residents.

TREE PLANTING ACTIVITIES

Diversity and Canopy Cover Assessment

The tree canopy will be reviewed to determine how much canopy exists in the City at present. Strategic goals to increase the canopy will be set. Utilizing several software suites, along with data available from the Morton Arboretum, the canopy assessment and goals will be determined by the year 2020. Canopy cover goals will not only include street trees, but also trees on private property and in natural areas as well. This Plan includes recommendations for several potential incentive programs to increase canopy cover on private property. Once canopy data is assessed, the City will utilize GIS software and available analysis programs to determine where the greatest need for increased tree planting is on both public and private land, and determine the best methods of incentivizing increased tree planting.

Planting Site Assessment

The success of a tree depends on where and how it is planted. The City will assess planting sites before trees are purchased and installed to ensure the correct tree is planted for the correct site. Assessments may include soil conditions, grow space, adjacent tree species and other criteria. The City is committed to a strategic and targeted approach to tree site and selection assessment. Each tree planted represents a 25 - 100 year commitment, and due diligence will be performed before making that commitment.

Nursery Stock Procurement

Nursery stock quality is also key to a tree’s long-term success. The City will visually inspect and select every tree from nurseries, planting contractors and consultants that will be planted on City-owned property in order to minimize the possibility of installing poor quality nursery stock.



Nursery Stock Recommendations

Maples, Lindens and Honey Locusts are over-represented in the City’s population (and in Illinois as a whole). In order to bring the overall diversity of the tree population back into a sustainable balance, a diverse array of other species will be planted over the next 25 years. Over the next five to ten years, many species of trees will be in high demand and low supply. In order to mitigate this shortage, the following recommendations are offered for consideration:

- Change current nursery stock standard from 2.5 inches balled and burlapped (B&B) stock to 2 inches B&B stock. This will allow the City to purchase younger trees, which will take less time to produce, thus shortening the time it takes to obtain trees.
- Partner with one or more local nurseries, and consider contract growing some of the more difficult to locate stock, so that it will be available when it is needed.
- Partner with the St. Charles Park District or private landowners to establish a small propagation nursery on City property, in order to produce a portion of its own nursery stock.

Tree Transport and Planting

Proper transport and planting procedures determine a tree’s success after planting. Trees planted too deeply will suffer from root compaction and trunk decay. Trees planted without properly dug holes may suffer from stunting. Trees planted without proper removal of packaging materials may develop girdling roots. Trees planted too high may have surface root desiccation. Trees improperly staked or with improper trunk protection may suffer from trunk wounds or girdling of the entire trunk. The standards and best management practices for tree transport and planting are detailed below.



Challenges of Parkway Planting

Urban parkways are a difficult environment for trees to thrive in, and approximately 10% of new plantings fail each planting cycle. The City’s contracts for tree planting generally include a one to two-year replacement warranty for any new trees that fail to thrive in their new environment. In general, it should be understood that planting on a narrow strip of soil between the street and sidewalk is an uphill battle in many ways due to limited soil volume, salt runoff, airborne pollutants and other factors. New planting mortality is to be expected, despite best efforts to prevent failure.

REQUIREMENTS AND STANDARDS

City of St. Charles

1. Planting sites will be determined and monitored using the City’s tree inventory, in conjunction with staff input.
2. New planting sites will ideally be ten feet away from utility structures and a minimum of six feet from manholes and utility structures, driveways and hardscapes.
3. Choice of species for planting over the next 25 years will be done according to the City’s existing taxonomic, spatial and age-class diversity goals. A diverse and resilient urban forest will be created to minimize exposure to financial, environmental and health risks while maximizing aesthetics, environmental benefits and ecosystem benefits.
4. Nurseries and planting contractors employed by the City should have at least one Illinois Certified Nursery (ICN) professional on staff. Planting projects should be overseen by an ICN professional at least one day per work week. For in-house planting, a staff member with horticultural training will oversee all planting activities.
5. All planting stock will be grown within 150 miles of the City and planting sites.
6. Acceptable nursery stock will conform to the following standards:
 - A. Minimum of 2 inch caliper, measured at six inches from the trunk flare.
 - B. Root ball conforms to ANSI Z60.1 Standards for Nursery Stock.
 - C. Less than 10% deadwood in the crown.
 - D. Architecture consistent for the species, cultivar or variety in question.
 - E. No included bark or other narrow branch attachments, unless consistent with species or variety.
 - F. Free of pests or pathogens.
 - G. Approved species list for the City.

7. Planting and digging of certain species will only occur at certain times of year in accordance with nursery industry best management practices and professional judgement. These times and species are listed in a table below, but are subject to the professional opinions of both the City and its approved contractors.
8. Residents will not be permitted to plant trees on the City ROW even if purchased independently. Any unauthorized plantings are subject to removal by the City.
9. JULIE will be contacted and all utilities located a minimum of three days before planting is scheduled to begin.
10. A minimum one-year replacement guarantee will be provided by approved nurseries and plantsmen for all new plantings rated to hardiness Zone 5 or lower.

ANSI Z60.1

1. All root ball and container sizes for all balled and burlapped stock will conform to the Z60.1 standards for width and depth, and encompass enough of the fibrous root system as necessary for the full recovery of the plant upon installation.
2. All bare root stock will conform to ANSI Z60.1 standards for minimum rootspread.
3. All containerized stock will conform to ANSI Z60.1 standards for plant and container size, as specified by the City, and will be healthy, vigorous, well-rooted and established in the container in which it is growing. The root system will reach the sides of the container, but will not have excessive growth encircling the inside of the container.
4. All collected plants (those grown on unmanaged land) will be designated and considered to be nursery-grown stock when they have been successfully reestablished in a nursery row and grown under regular nursery cultural practices for a minimum of two growing seasons.
5. The trunk or stem of the plant will be in the center of the ball or container, with a 10% overall variance in location.
6. The use of digging machines, in both the packaging and installation of trees, is considered an acceptable nursery practice.

ANSI A300 – Part 6

1. Planting sites and work sites will be inspected for hazards by the City prior to the beginning of work each day. If portions of the work site are outside of the original scope of work, the controlling authority will be notified immediately.
2. Location of utilities, obstructions and other hazards above and below ground will be taken into account prior to planting and transplanting operations. These include, but are not limited to, gas, electric, sewer, communication, drainage and signage.
3. The following criteria will be considered prior to transport and planting: requirements of individual trees, compass orientation of field-grown trees, site feasibility assessments, soil assessment and drainage assessment.
4. Tools for planting and transplanting will be properly labeled or purchased for their intended use, and be maintained in accordance with the manufacturer's recommendations.
5. The system used to move and store the plant will minimize desiccation and other damage to the crown, trunk or root ball and the health and vigor of the plant will be maintained during these periods.
6. The hole to be dug for all new plantings will be a minimum of 150% larger than the root ball or container diameter, as deep as the root flare of the tree to be planted and will have sides from which soil has been loosened in order to aid in root penetration.
7. For balled and burlapped trees, all root ball supporting materials will be removed from the upper third of the root ball and removed from the planting hole prior to final backfilling.
8. Prior to planting, container root balls will be managed by approved methods such as shaving the root ball, slicing the root ball and redirecting or removing encircling roots.
9. Backfill will comprise of either the same soil created during excavation of the planting hole or a similarly amended mixture to meet a specific objective, and will be applied in a layers to reduce future settling and prevent air pockets.

10. Mulch will be applied at a depth of two to four inches near, but not touching, the trunk of the tree, and extending to the perimeter of the planting.
11. Support systems such as guy-wires or stakes will not be installed except where needed.

ISA BMP Manual – Tree Planting

1. Timing of planting will be determined based on the species and the best professional opinion of the employees of or contractors working for the City.
2. All employees and contractors employed by or working for the City will be familiar with the following planting types, and when it is appropriate to use each:
 - A. **Bare-Root:** Field-grown and dug without soil during the dormant season.
 - B. **Ball and Burlap:** Field grown and packaged with a soil ball using burlap, twine and a retaining basket of some kind.
 - C. **Tree Spade:** Transplanted using a mechanical tree spade to hold the soil ball during transport.
 - D. **In-Ground Fabric Bag:** Field grown with the root mass contained in a semi-permeable fabric bag.
 - E. **Container Grown:** Grown above ground in containers of various shapes, sizes and materials.
3. Trees packaged with root balls must have their first structural root within two inches of the soil surface. Trees with deeper structural roots will not perform well when transplanted and should be avoided when selecting nursery stock.
4. Trees with root balls will be handled by the ball, not the stem, to ensure no damage occurs to the root-soil interface or to the stem itself.
5. Trees with leaves will be transported with a fabric tarp to minimize desiccation, and have had their root balls wetted prior to transport.
6. Sites will be tested for drainage, nutrient levels and pH prior to planting or prior to species selection, if possible.
7. Container stock will be removed from its container. For balled and burlapped trees, wrappings will be left on until the tree is in the hole; wrapping will then be removed from the third to fourth of the wire basket and burlap from the top of the ball. For all types, ensure any encircling (girdling) roots are removed and root ball is shaved as necessary.
8. As soil is added, wet and tamp each layer down to ensure good moisture and reduction of air bubbles.
9. Do not prune trees at time of planting, unless to remove dead, dying, diseased or cracked branches, as it may take away from root development as the tree attempts to heal these above-ground wounds.
10. The use of trunk wrap may be considered in areas with harsh winters, specifically on trees with thin bark, such as London Planetree and certain Maple species.

Section 8 – Tree Inspections and Risk Management

Trees provide ecosystem and aesthetic benefits. Whether they are healthy, unhealthy, structurally sound or in imminent danger of failing, all trees pose some degree of risk. Determining the acceptable level of risk, along with effective risk management, is a key priority for municipal forestry operations. As a tree manager, the City and its agents always assume some degree of risk. It is up to the City to ultimately decide how to manage trees which pose such risk in a manner which is responsible both economically as well as in the interest of public safety. This section of the Plan will deviate from the above format in order to appropriately address various facets of managing risk in an urban forest.



LEVELS OF RISK ASSESSMENT

The following Risk Assessment Levels are based on the International Society of Arboriculture (ISA) Tree Risk Assessment Qualification (TRAQ) protocols, as well as the ANSI A300 Part 9 Tree Risk Assessment Standards. The Levels are general guidelines and may be open to a certain degree of interpretation

Level 1 Assessment

Also known as “limited visual assessment” which is the typical “tree inventory assessment” of obvious physical defects and condition. During Level 1 assessment, the assessor walks to or drives by the tree, assesses it for defects, evaluates the risk posed by the subject tree and reports the results of the assessment to the tree owner. Often, prior to a recommendation, more detailed, Level 2 or Level 3, assessments are required to gather additional data.



Level 2 Assessment

A Level 2 assessment, also called a “basic assessment”, is a synthesis of the information collected during a detailed visual inspection of the tree and the surrounding site. A Level 2 inspection requires a 360 degree walk around, and may include the use of simple tools, such as binoculars, magnifying lenses, mallets, probes and trowels or shovels. The goal is to get a more complete picture of the tree in its environment.

Level 3 Assessment

A Level 3 assessment, also called an “advanced assessment,” provides detailed information about specific tree parts, targets, and risk associated with each potential interaction. It typically requires specialized training and equipment, such as bucket trucks, resistographs, tomographs and other equipment. This is the most detailed and time-intensive level of assessment.



CONSIDERATIONS IN ASSESSING RISK

Likelihood of Tree Failure Impacting a Target

A large part of determining the likelihood of a tree failure impacting a target is ascertaining the occupancy rate, or the amount of time that targets are within the Target Zone with the potential to be impacted by a tree failure. A large tree in the middle of a corn field could fail with little impact, but the same tree in a playground will have significant impact. In many roadways, motor traffic is present day and night. Most of the City’s 19,000 trees are in the ROW adjacent to roads. The failure of a tree located in the ROW not only impacts motor traffic, but also has a potential effect on pedestrian traffic and utilities within ROW.

Consequences of a Tree Failure Impacting a Target

The potential consequences of a tree failure impacting a target are a cumulative function of the value of the target, the characteristics of the tree and the type of failure it is likely to experience. While “Likelihood of Tree Failure Impacting a Target” addresses occupancy rates of an impact area, “Consequences of a Tree Failure Impacting a Target” addresses the consequences of the impact on a target and assumes that the target is always present (occupancy rate is *not* considered).

To follow the example above, if a parkway tree were to fail, a car, utility line and person (anything that likely could be there) are all underneath the tree at the time of failure, and the consequences to those targets are evaluated. Consequences are generally considered to be “minor” for targets that can be easily replaced or repaired, such as outbuildings, tool sheds and other similar targets. When a tree failure can cause injury, fatality, power outage or other similar outcomes, the consequences are considered to be “severe” (see the table below).

It should be noted that for the consequences of failure to be considered as part of this risk assessment system, specific to the City of St. Charles, the tree branch must have a minimum of a 3 inch diameter at the base. A smaller requirement would present an unrealistic and burdensome standard for inspection.

Weather

Every tree, no matter how healthy, can fail from wind velocity or other impacts such as lightning damage, ice loading or soil saturation. Predictable weather events generally cause tree failures or tree part failures for trees which have pre-existing defects. Extreme weather events, by contrast, can cause the failure of healthy trees. For all tree risk assessments, risk will be assessed assuming “normal” weather conditions. Abnormal weather conditions causing tree failures may be considered an “Act of God,” and the City will not be held liable for any damage or claims of negligence resulting from such events.

CITY OF ST. CHARLES RISK ASSESSMENT POLICY

The City created this policy to maintain an acceptable level of risk from its street tree population. In order to maintain a high level of public safety, while mitigating undue burden, the City will conduct the following risk assessment protocols:

1. The City maintains a tree inventory detailing the species, size and condition of all trees on the public ROW. This Plan recommends that the inventory be audited within the next five years. After completing the full inventory audit, approximately 17% of the new updated inventory will be audited each subsequent year, so that the oldest tree data will be six years old, at most. These inventory updates and audits will be considered a Level 1 limited visual risk assessment, and will identify high risk trees. A tree considered to be a high or extreme risk will be mitigated, either by pruning, bracing or removal, as soon as is practical following the assessment.
2. During routine work, the City’s Public Services forestry crew will look for defects which could create a high risk situation. Additionally, the forestry crew may be given the task of driving through the City to look for high risk trees. These activities will be considered a Level 1 limited visual assessment, and will identify any obvious high risk trees. Any high risk trees identified will either be scheduled for a more detailed risk assessment (Level 2 or 3), or will be mitigated, either by pruning, bracing or removal, as soon as practical following the assessment.
3. Upon notification from a resident regarding a concern about a potentially high risk tree on the public ROW, the City will send a qualified employee or qualified contractor to perform a Level 2 or Level 3 risk assessment within five business days of the notification from the resident. The qualified employee or contractor will either hold an ISA TRAQ qualification or have sufficient professional experience. If the tree is determined to have a risk rating above “low” (as determined by TRAQ and ANSI A300 Part 9 Standards), a decision will be made by the City as to the appropriate mitigation measures, if any.
4. All trees determined to be in need of mitigating actions (removal, pruning, etc.) will be documented in writing by the assessor. A work order will be created within 48 hours of completion of the assessment. The documentation will include, but not be limited to, the assessor’s name, the date of the assessment, the tree species, size, condition, a brief narrative detailing which parts of the tree are likely to fail, the likelihood of failure, the likelihood of impacting a target, the consequences of tree or tree part failure and the overall tree risk rating according to the ISA’s TRAQ system of risk assessment.
5. The City will not assess privately owned trees for risk, nor assume any liability for privately owned trees. If a resident expresses concern about a tree on private property, the City will refer them to a list of qualified contractors.
6. A minimum branch diameter of three inches, by ocular estimate, will be the standard to which this risk assessment policy applies. Assessing all branches smaller than three inches represents an undue burden to the City.

TRAQ TREE RISK ASSESSMENT MATRICES

Likelihood of Tree Failure Impacting Target

| <u>Likelihood of Tree Failure</u> | Likelihood of Impacting Target | | | |
|--|---------------------------------------|-----------------|-----------------|-----------------|
| | Very Low | Low | Medium | High |
| Imminent | Unlikely | Somewhat Likely | Likely | Very Likely |
| Probable | Unlikely | Unlikely | Somewhat Likely | Likely |
| Possible | Unlikely | Unlikely | Unlikely | Somewhat Likely |
| Improbable | Unlikely | Unlikely | Unlikely | Unlikely |

Risk Rating Matrix

| <u>Likelihood of Failure and Impact</u> | Consequences | | | |
|--|---------------------|--------------|--------------------|---------------|
| | Negligible | Minor | Significant | Severe |
| Very Likely | Low | Moderate | High | Extreme |
| Likely | Low | Moderate | High | High |
| Somewhat Likely | Low | Low | Moderate | Moderate |
| Unlikely | Low | Low | Low | Low |

Section 9 – Tree Preservation and Management During Construction

Ordinances pertaining to trees exist, in part, to protect trees and shrubs from construction activities with the intent to protect the benefits trees and shrubs provide to the common good. Trees and shrubs may be privately owned, but are also community resources that provide many benefits including carbon sequestration, increased property values and enjoyment, helping to retain storm water runoff and energy savings. Therefore, tree and shrub protection and preservation during construction activities represents an investment in the community. Ensuring the protection and preservation of these assets, while minimizing burdens to businesses, developers and residents, is essential. The requirements and standards documented in this Plan are consistent with many similar communities in Illinois. There are no strategic timing goals for implementation.



REQUIREMENTS AND STANDARDS

City of St. Charles

1. A tree survey will be performed by a qualified individual prior to the beginning of any development activities. The survey will detail the size, species and condition of each tree six inches DBH and greater or each managed landscape tree (intentionally planted, non-volunteer tree) of any size.
2. The tree survey and a tree protection plan will be submitted to the City and all relevant architects, engineers and workers with the following information:
 - A. Trees to be removed
 - B. Trees to be preserved
 - C. Location and size of the Tree Protection Zone (TPZ) for each tree
3. The Tree Protection Zones for each tree will be visibly delineated by the site engineer, using orange snow fencing or other high visibility exclusion material. When delineation is not possible, all workers on site will be made aware of the TPZ verbally.

ANSI A300 – Part 5

1. Tree management plans and specifications for tree management will be written and administered by a Certified Arborist, qualified in the management of trees and shrubs, during site planning, development and construction. These may include, but are not limited to: demolition, grading, building construction, walkway or roadway construction, excavation, trenching and boring or other activities having the potential to negatively impact trees.
2. The management of trees and shrubs will be incorporated into the following phases of the site development process:
 - A. Planning
 - B. Design
 - C. Pre-Construction
 - D. Construction
 - E. Landscape
 - F. Post-Construction
3. During the planning phase, an assessment of tree and shrub resources on the site will be performed by a Certified Arborist. The assessment will identify the species, condition and size of each tree and will be incorporated into the site design. Trees to be retained or protected will appear on site design maps. Trees on neighboring property which could also be impacted should also be considered.

4. During the design phase, a tree management report will be developed for trees to be conserved on the site and will be included in the construction plans and specifications, which may include, but are not limited to:
 - A. Trees to be retained
 - B. Tree and Root Protection Zones
 - C. Tree Protection Zone barriers
 - D. Tree Protection plans
 - E. Soil erosion control
 - F. Soil compaction controls
 - G. Staging and storage areas
 - H. Other relevant on-site activities
5. Grading and demolition plans will include all trees to be retained and removed, as well as the tree protection plans for working around retained trees. Plans will also include equipment routes for avoiding the tree protection zones. Consequences for non-compliance will be specified.
6. During the pre-construction phase, all tree protection plans will be effectively communicated to all parties involved with the site development. Tree protection zone barriers will be in place prior to the beginning of any construction activities.
7. Tree protection zones will be delineated around all trees to be protected during construction, and will be based on the size, species and condition of the tree and its root system. Generally 6 to 18 times the diameter of the tree is considered to be acceptable. Deviations from this diameter may be made at the discretion of a Certified Arborist. Activities which could damage tree roots or compact soil should be avoided in the TPZ.
8. Fencing or other visible barriers to the TPZ will be installed prior to site clearing, grading and demolition, and will be maintained throughout the construction and landscaping phase. When this is not feasible, alternate methods may be considered.
9. During the construction phase, compliance with tree protection plans will be monitored by a Certified Arborist, and any damage to tree barriers or trees, or non-compliance will be reported to the project manager or owner, or other controlling authority.
10. When removing vegetation or pavement during demolition, equipment used adjacent to TPZ will be specified to avoid damage to the tree and the surrounding soil. Soil protection measures will be in place prior to vehicle or heavy traffic in or near the TPZ.
11. Storage or disposal of construction materials or hazardous materials will not occur in the TPZ.
12. Fill within the TPZ will not be permitted without mitigation to allow for proper air and water availability to existing roots. If fill cannot be avoided in the TPZ, compaction of fill will be avoided, and consideration will be given to a permanent well installation to protect the tree and its roots.
13. During the landscape, irrigation and lighting phase, levels of compliance will be documented and reported by a Certified Arborist. Non-compliance will be reported to the project manager.
14. During the post-construction phase, a remedial and long-term maintenance plan will be specified for existing and new landscaping to ensure the success of preservation efforts and newly planted landscaping.
15. Pruning will be considered to reduce wind sail when necessary. It should not be considered to compensate for root loss.
16. Mulch will be applied to as much of the TPZ as possible in order to create a favorable soil environment for root recovery after construction activities.

ISA BMP Manual

1. A cost-benefit analysis will be conducted during the planning phase. In some cases money may be better invested in tree planting post-construction.
2. The species and age of trees will be evaluated by a Certified Arborist, so that trees in good condition with desirable characteristics are preserved, but those in poor condition or with undesirable characteristics are not.

3. A tree inventory and tree management report will be conducted during the planning phase, and a Certified Arborist will work closely with developers to ensure best management practices are being met for both parties.
4. Effort will be made to retain groups of trees to ensure there is a wind and solar buffer around the highest quality trees, if possible.
5. The Critical Root Zone (CRZ) is the area around the tree trunk where roots essential for tree health and stability are located. A Tree Protection Zone (TPZ) is an arborist-defined area around the tree which should include the CRZ, as well as additional area to ensure future stability and growth. The TPZ is subject to the professional opinion of the Certified Arborist.
6. An attempt will also be made to preserve native soil for landscape planting as native soil with horizons and development is preferred over fill or black dirt.
7. If a sufficient TPZ cannot be established, a 6 - 12 inch layer of hardwood mulch, 3/4 inch plywood mat over a 4 inch layer of hardwood mulch or other similar measures will be temporarily installed over the CRZ in order to prevent root and soil compaction.
8. Trunk protection will be installed on trees very close to construction activities, and should consist of 2x4 or 2x6 planks strapped snugly to the tree trunk with wire or other strapping, preferably with closed-cell foam between the trunk and the planks.
9. When roots over one inch cannot be avoided, they will be pruned, not left torn or crushed. Acceptable methods of pruning are:
 - A. Excavation using supersonic air tools, pressurized water or hand tools, followed by selective root cutting
 - B. Cutting through the soil along a predetermined line with a tool specifically designed to cut roots
 - C. Mechanically excavating the soil (backhoe or similar) and selectively pruning remaining roots
10. Wells, tree islands, retaining walls, and other such structures or strategies will be considered as alternatives to any cut/fill work in the CRZ or TPZ.
11. Monitoring will take place during construction and post-construction phases, and any non-compliance should be reported to the proper controlling authority immediately, so that timely remediation or mitigation efforts may be undertaken.

Summary / Conclusion

The City of St. Charles has always had an effective and well-maintained Urban Forestry program, as evidenced by its vibrant tree population, an active Natural Resources Commission and public interest and involvement. Due to the Emerald Ash Borer, the face of the urban forest in St Charles and many similar communities is changing rapidly, with many trees having been removed and replaced in the first two decades of the second millennium. Though this has been very expensive and damaging to our environment, it has also provided St. Charles and other communities with an opportunity to start fresh with many facets of their Urban Forestry programs.

This Plan has been created to educate the public, provide guidance for the City and to establish standards for the City's forestry staff, forestry Contractors and interested home and business owners. The Plan, in conjunction with the City's tree and landscaping ordinances, will create a reasonable level of protection and care for the City's urban forest, now and in the foreseeable future. The Plan will be adaptively managed by the Natural Resources Commission and City as necessary and in consideration of new data about trees, forestry and other factors.

Appendix A – Future Considerations for Innovative Forestry Programs

There are no strategic timelines for “future innovative forestry programs.” As the crucial goals of the Urban Forestry program in St. Charles are met or exceeded, these are goals to be discussed by the City and its Natural Resources Commission as time and budgets permit. Nonetheless, many of these programs represent some of the most progressive Urban Forestry policies in the current climate, and that they should all be seriously considered for implementation.

Removal of Evergreens from the Public Right of Way

While excellent landscape trees, Evergreens pose a line-of-sight hazard at all times of year. Evergreens can block signage, obstruct views of oncoming traffic and block motorists / pedestrian views. Therefore, it is proposed that no evergreen tree be on City parkways by the year 2040. Evergreen trees, as well as deciduous conifers such as Larch and Bald Cypress (which lose their needles during winter months), may remain in parks or other open space areas where motorists will not be impacted.

Establishment of a City Propagation Nursery

Consideration should be given to the establishment of a small propagation nursery on City-owned land. St. Charles is located on very fertile soil, which is the result of being on the Fox River and having thousands of years of deposited silt on the old riverbanks. These are ideal conditions for the creation of a small propagation nursery, allowing the City to grow a share of its own parkway trees. Similar nursery programs have been successfully instituted in many neighboring communities, and represent a quality investment with significant cost savings over the long term. Trees can be purchased when small, or donated from residents (see backyard tree collection program below) and grown to plantable size (maximum of 1.75” diameter) on City-owned land. We would recommend that the City begin to search for a parcel where these trees can be grown by the year 2020, with the goal of having a functional nursery by the year 2030. The amount of time required for the care of young trees is minimal, and at an average purchase cost of \$250 per parkway tree, the City could save a significant amount of money by pursuing this goal.

Backyard Tree Collection Program

Much of the City of St. Charles was built around the floodplain forests near the Fox River, or was developed from old growth Oak woodland in the higher elevation areas. There are many high-quality remnant trees throughout the City that often drop acorns, seeds or other propagules, which become small saplings in resident’s backyards. Though this may be considered a nuisance, these are small saplings are essentially free trees that could be grown and harvested for use on public parkways and open space. At an average purchase cost of \$250, a parkway tree is a fairly expensive commodity. Small saplings that could be grown on City property and used for viable parkway plantings after several years, have great value to the City. For this reason, the following sample policy should be considered for trees donated to the City from residential property:

1. A resident can contact the City regarding trees that can be donated. The cutoff date for resident donation notifications will be May 1st for species to be transplanted in the spring, and October 1st for species to be transplanted in the fall.
2. The City will maintain records of all tree donation requests, and twice annually will inspect the candidate trees to see if they meet the City criteria.
3. The criteria for trees that may be donated are: the trees must be on the approved species list, be less than one inch in diameter at the time of inspection and be no more than four feet tall, in good condition and conform to all of the parameters outlined in section six above.
4. Residents will receive a nominal cash incentive for each tree donated, up to a certain number of trees per year per resident, until the City or its nursery contractors have reached the annual maximum number of trees they have the ability to field grow.

Contract Growing Program

Nursery stock supply is projected to decrease in the coming years and prices will rise accordingly. One of the remedies for this is for the City to establish contract growing relationships with local nurseries to prepay for trees the nurseries will grow for the City until they are harvestable size. Fixed costs and ensured tree selections are some of the advantages of prepaying for trees. Additionally, trees collected by residents could be planted in a City propagation nursery and supplied to contracted nurseries for additional growing space.

Private Property Tree Planting Incentive Program / Nursery Partnership Program

Tree planting on private property is a strategic outcome of this Plan. Though the City has no formal jurisdiction to plant trees on private property, the benefits of tree planting on private property are substantial in terms of energy savings, retention of storm water runoff and other benefits. The City should consider incentivizing residents and business owners to plant trees on their private property. For example, offering a 5% reduction in property owners’ water and sewer bills for each tree planted, up to three total trees (15% maximum bill reduction), for the lifetime of the trees. Trees should be on the approved species list in order to qualify for this incentive, and be purchased and installed from an approved nursery or contractor. The benefit will terminate with the sale of the property to a new owner. The City should also consider partnering with local nurseries and greenhouses within City

limits, to create a program for residents to purchase trees at a reduced price from if the trees will be planted within City limits. This type of program encourage tree planting on private property by reducing tree costs to residents. Both of these programs could be considered as extensions of the existing cost-sharing tree program (50/50 Program).

Wood Utilization Program

With ambitious tree removal goals to achieve diversity goals, the City will generate a great deal of urban timber. Mulch is the most common use urban timber, but other forms of wood utilization should also be considered. Forming strategic partnerships with local woodworkers, carpenters and luthiers will be an important early goal of this program, while creating a market for the finished goods will be an ongoing goal. Utilizing urban timber is another way of raising awareness of the benefits of the urban forest in general, and creates a saleable product that can serve as a revenue stream. Uses for urban timber include furniture, baseball bats, musical instruments, toys or trinkets, dimensional lumber, fuel wood and barbeque smoking wood.

Establishment of Mandatory Tree Count and Diversity Criteria for New Construction

Mandatory minimums of the number of trees per 1,000 square feet for new construction, the number of trees per 1,000 square feet of impervious surface or mandatory minimums for the number of trees per 100 feet of road construction, etc. should be considered. In addition, minimum species diversity goals should also be established for these areas as well. Mandatory minimums can be established over the medium to long term, by consulting with engineers, arborists, architects and green industry representatives, in order to make them effective but not burdensome.

Rainwater Conservation Program

As part of the continued effort to conserve natural resources, the City's Public Works Department, acting in concert with its Water Conservation Ordinance, has proposed the use of rainwater for watering trees. Rainwater could be used from the roof of the Public Works facility to fill water tanks, or rain barrels could be utilized during periods of drought. Rainwater collected from a roof is considered "grey water" or wastewater that does not contain sewage and can be used for landscaping, flushing toilets and irrigation. Utilizing grey water will lessen the supply burden on the City's water infrastructure and create a renewable resource for newly planted trees, enabling the watering activities detailed in this Plan to be more efficiently and easily realized.

Volunteer Small Tree Pruning Program

Working with the City and its Certified Arborists, residents with a background in gardening or similar green industry experience can volunteer to prune newly planted trees, particularly the smaller 1.75 inch stock discussed above. The only equipment required would be handheld pruners.

Appendix B: Acceptable and Unacceptable Species

Species not appearing on this list can be approved or disallowed by consensus of the Natural Resources Commission, acting under the supervision of the City of St Charles

| ACCEPTABLE SPECIES | ACCEPTABLE SPECIES | UNACCEPTABLE SPECIES |
|---------------------|--------------------|--|
| Alder | Maple-Black | Amur Corktree |
| Amur Maackia | Maple-Freeman | Apple-Edible |
| Aspen-Quaking | Maple-Hedge | Ash-Blue |
| Apple-Crab spp | Maple-Japanese | Ash-Green |
| Baldcypress | Maple-Miyabei | Ash-Mountain |
| Beech-American | Maple-Red | Ash-White |
| Beech-European | Maple-Shantung | Black Locust |
| Birch-River | Maple-State Street | Box Elder |
| Birch-White | Maple-Sugar | Cherry-Black/Pin |
| Blackgum | Oak spp | Cherry-Ornamental |
| Buckeye-Ohio | Oak-Black | Chokecherry-Canada Red |
| Buckeye-Yellow | Oak-burr | Cottonwood |
| Catalpa-Northern | Oak-Chestnut | Eastern Redcedar |
| Dawn Redwood | Oak-Chinquapin | Elm-American |
| Dogwood spp | Oak-Crimson Spire | Elm-Siberian |
| Elm-Hybrid | Oak-English | Fir spp |
| Ginkgo | Oak-Pin | Fringetree |
| Golden Raintree | Oak-Red | Hemlock |
| Hackberry | Oak-Sawtooth | Maple-Amur |
| Hardy Rubber Tree | Oak-Shingle | Maple-Norway |
| Hawthorn | Oak-Shumard | Mulberry |
| Hazelnut | Oak-Swamp White | Pear-Callery |
| Hickory spp | Oak-Ware | Pine spp |
| Honey Locust | Oak-White | Pine-Austrian |
| Hornbeam-American | Pagodatree | Pine-Scotch |
| Hornbeam-European | Pecan | Pine-Virginia |
| Horsechestnut | Persian Ironwood | Pine-White |
| Horsechestnut-Red | Persimmon | Poplar |
| Ironwood | Plum | Spruce spp |
| Japanese Scholar | Redbud | Spruce-Blue |
| Katsura | Serviceberry | Walnut-Black |
| Kentucky Coffeetree | Smoketree-American | Walnut-White |
| Larch | Sugarberry | Willow-Weeping |
| Linden-American | Sweetgum | |
| Linden-Littleleaf | Sycamore | LEGEND |
| Linden-Silver | Tree Lilac | Do not plant in any quantity |
| London Planetree | Tuliptree | Plant in very limited quantities |
| Magnolia spp | Yellowwood | Plant in limited quantities |
| Maple spp | Zelkova | Plant in relatively high quantities |
| Maple-Autumn Blaze | | Plant in very high quantities |

Appendix C: ISA TRAQ (Tree Risk Assessment Qualification) Form

ISA Basic Tree Risk Assessment Form

Client _____ Date _____ Time _____
 Address/Tree location _____ Tree no. _____ Sheet _____ of _____
 Tree species _____ dbh _____ Height _____ Crown spread dia. _____
 Assessor(s) _____ Time frame _____ Tools used _____

Target Assessment

| Target number | Target description | Target zone | | | Occupancy rate 1 – rare 2 – occasional 3 – frequent 4 – constant | Practical to move target? | Restriction practical? |
|---------------|--------------------|-------------------------|-----------------------|-------------------------|--|---------------------------|------------------------|
| | | Target within drip line | Target within 1 x Ht. | Target within 1.5 x Ht. | | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |

Site Factors

History of failures _____ **Topography** Flat Slope _____ % **Aspect** _____
Site changes None Grade change Site clearing Changed soil hydrology Root cuts Describe _____
Soil conditions Limited volume Saturated Shallow Compacted Pavement over roots _____ % Describe _____
Prevailing wind direction _____ **Common weather** Strong winds Ice Snow Heavy rain Describe _____

Tree Health and Species Profile

Vigor Low Normal High **Foliage** None (seasonal) None (dead) Normal _____ % Chlorotic _____ % Necrotic _____ %
Pests _____ **Abiotic** _____
Species failure profile Branches Trunk Roots Describe _____

Load Factors

Wind exposure Protected Partial Full Wind funneling _____ **Relative crown size** Small Medium Large
Crown density Sparse Normal Dense **Interior branches** Few Normal Dense **Vines/Mistletoe/Moss** _____
Recent or planned change in load factors _____

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

| | |
|--|---|
| Unbalanced crown <input type="checkbox"/> LCR _____ % Dead twigs/branches <input type="checkbox"/> _____ % overall Max. dia. _____ Broken/Hangers Number _____ Max. dia. _____ Over-extended branches <input type="checkbox"/> Pruning history Crown cleaned <input type="checkbox"/> Thinned <input type="checkbox"/> Raised <input type="checkbox"/> Reduced <input type="checkbox"/> Topped <input type="checkbox"/> Lion-tailed <input type="checkbox"/> Flush cuts <input type="checkbox"/> Other _____ | Cracks <input type="checkbox"/> _____ Lightning damage <input type="checkbox"/> Codominant <input type="checkbox"/> _____ Included bark <input type="checkbox"/> Weak attachments <input type="checkbox"/> _____ Cavity/Nest hole _____ % circ. Previous branch failures <input type="checkbox"/> _____ Similar branches present <input type="checkbox"/> Dead/Missing bark <input type="checkbox"/> Cankers/Galls/Burls <input type="checkbox"/> Sapwood damage/decay <input type="checkbox"/> Conks <input type="checkbox"/> Heartwood decay <input type="checkbox"/> _____ Response growth _____ |
|--|---|

Main concern(s) _____

Load on defect N/A Minor Moderate Significant _____
Likelihood of failure Improbable Possible Probable Imminent _____

— Trunk —

Dead/Missing bark Abnormal bark texture/color
 Codominant stems Included bark Cracks
 Sapwood damage/decay Cankers/Galls/Burls Sap ooze
 Lightning damage Heartwood decay Conks/Mushrooms
 Cavity/Nest hole _____ % circ. Depth _____ Poor taper
 Lean _____ ° Corrected? _____

Response growth _____
 Main concern(s) _____

Load on defect N/A Minor Moderate Significant
Likelihood of failure Improbable Possible Probable Imminent

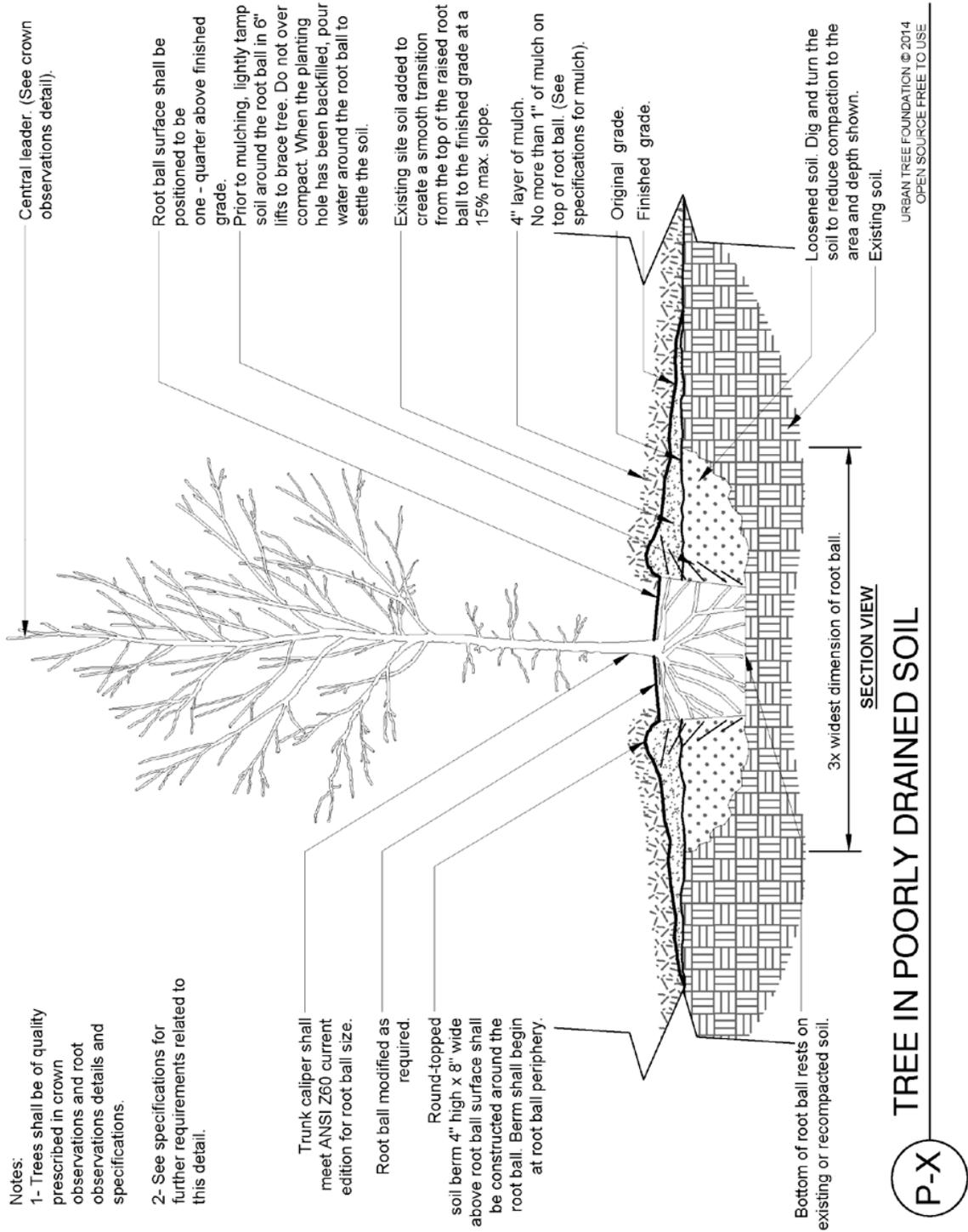
— Roots and Root Collar —

Collar buried/Not visible Depth _____ Stem girdling
 Dead Decay Conks/Mushrooms
 Ooze Cavity _____ % circ.
 Cracks Cut/Damaged roots Distance from trunk _____
 Root plate lifting Soil weakness

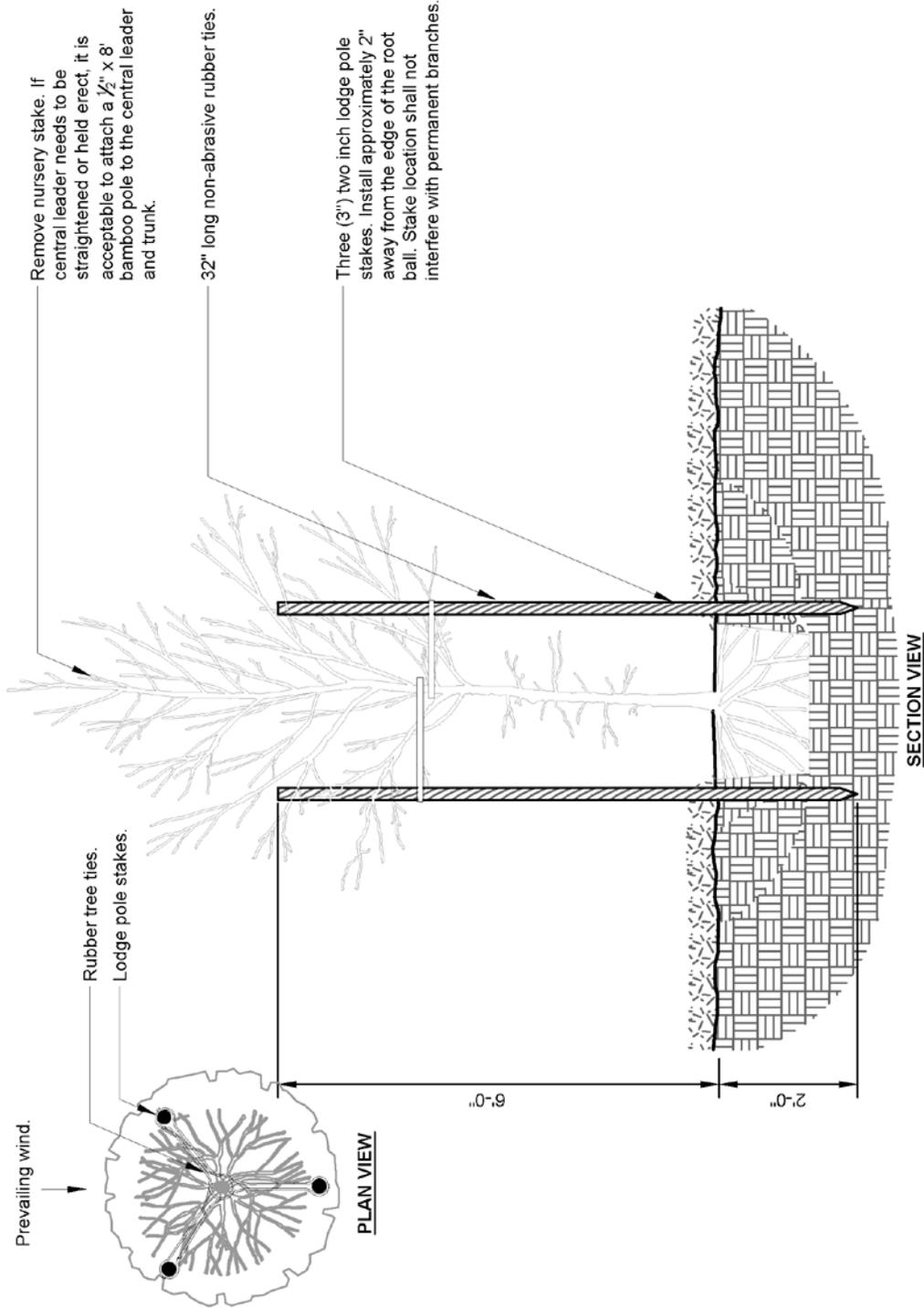
Response growth _____
 Main concern(s) _____

Load on defect N/A Minor Moderate Significant
Likelihood of failure Improbable Possible Probable Imminent

Appendix D: Tree Planting / Staking Details

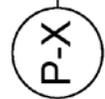


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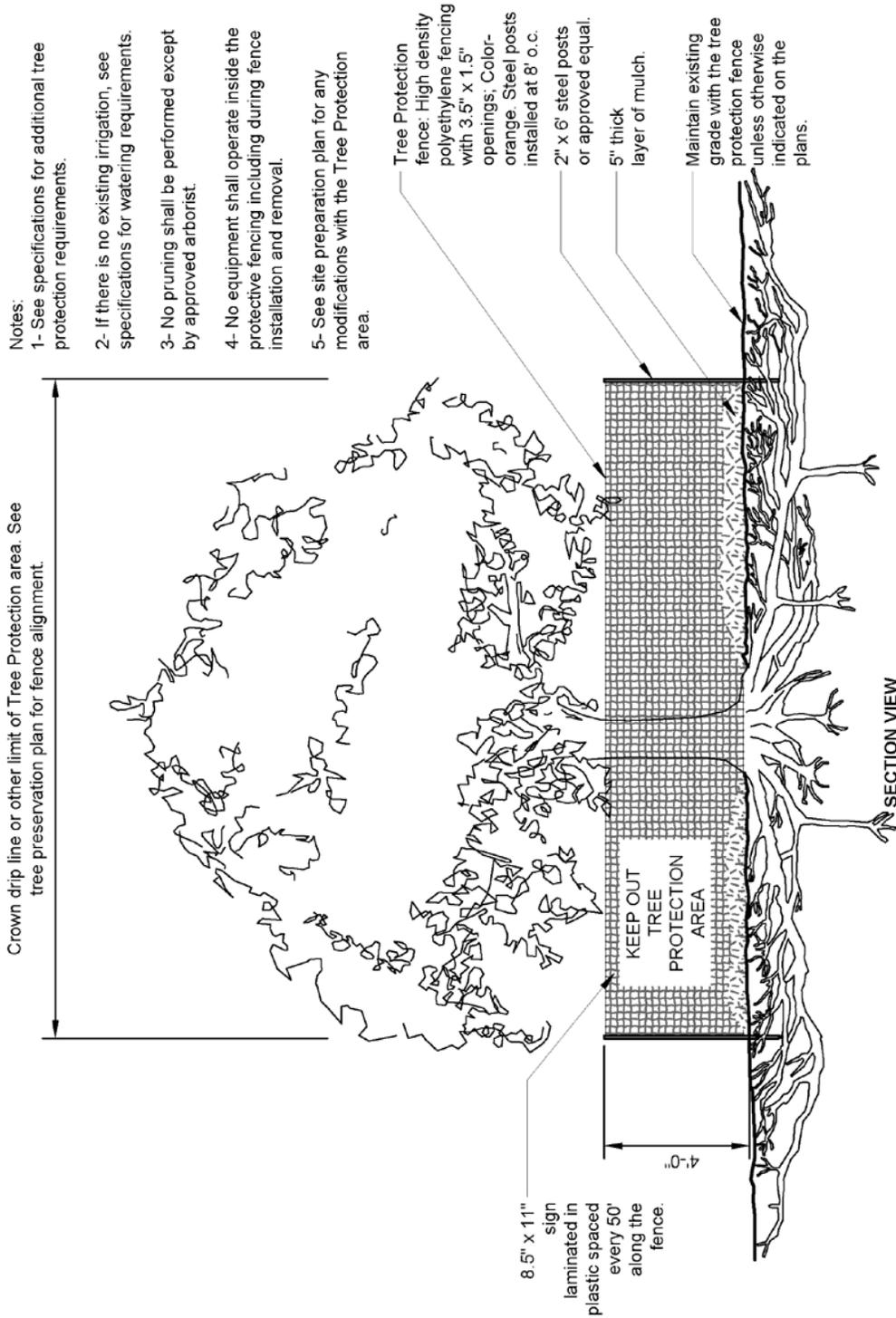


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TREE STAKING - LODGE POLES (3)



Appendix E: Tree Protection Details

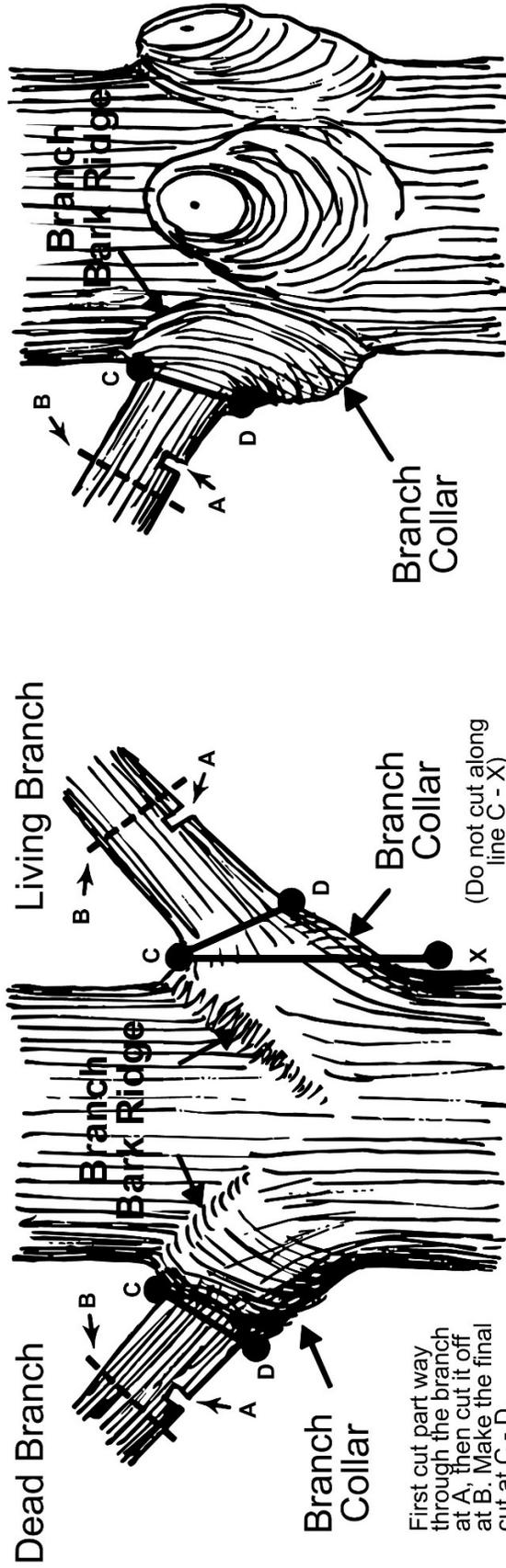


URBAN TREE FOUNDATION © 2014
OPEN SOURCE FREE TO USE

TREE PROTECTION



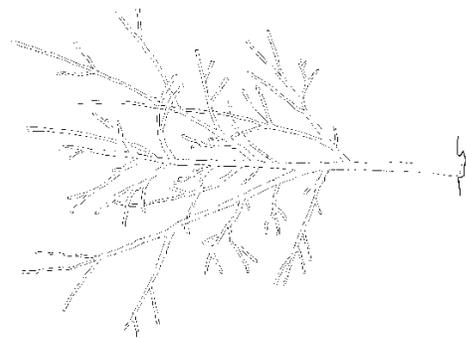
Proper Pruning Principles



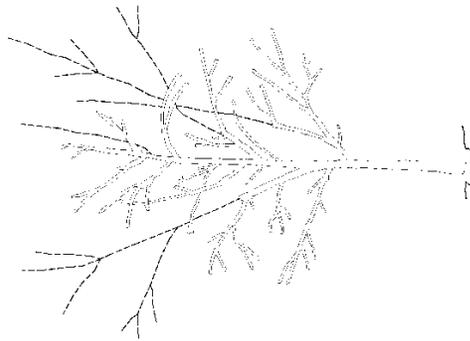
Hardwoods

Conifers

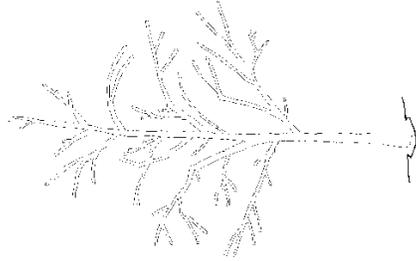




Before planting, tree has three competing stems. The two that compete with the one in the center should be pruned to suppress their growth.



Two competing stems were reduced substantially, in this case removing about 70% of their foliage using retention cuts.



After pruning, tree has only one dominant stem.

- Notes:
- 1- All trees shown are rejectable unless they undergo recommended treatment.
 - 2- Tree shall meet crown observation detail following correction.

CROWN CORRECTION DETAIL



City of St. Charles, Illinois
Ordinance No. 2019-M-_____

**An Ordinance Amending Title 12 “Streets, Sidewalks, Public Places and Special Events,”
Chapter 12.20 “Trees and Shrubs,” Section 12.20.030 “Tree Planting Requirements,”**

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES, KANE AND DUPAGE COUNTIES, ILLINOIS, AS FOLLOWS:

1. That Title 12, “Streets, Sidewalks, Public Places and Special Events,” Chapter 12.20 “Trees and Shrubs,” “Section 12.20.030, “Tree Planting Requirements,” of the St. Charles Municipal Code, be and is hereby amended by deleting the same and substituting the following therefore:

D. Tree Species

Selection of street trees shall give preference to species native to the Northern Illinois region. All trees shall be transplanted from stock grown in Northern Illinois. The following list of trees is restricted from use in any area covered by this ordinance.

| Common Name | Scientific Name |
|--|-------------------------|
| <u>Maple - Norway</u> Maple Species | Acer Platanoides |
| Weeping | Salix Niba |
| Poplars (except Cottonless Cottonwood) | Populus Albo and Others |
| Box Elder | Acer Negundo |
| Tree of Heaven | Ailanthus Altissima |
| Chinese Elm | Ulmus Siberica |
| Female Ginkgo | Ginkgo Biloba - Female |
| Mulberry | Morus Alba and Others |

| Common Name | Scientific Name |
|---|-------------------------------------|
| Black Locust | Robinis Pseudoscacis |
| Sycamore | Platanus Occidentalis |
| <u>Maple – Silver Seedline from soft (silver) maple</u> | Acer Saccharinum |
| All Fruit Trees | |
| All Ash Trees | |
| Pine or Spruce Trees | |
| Russian Olive | Elaeagnus Angustifolia |
| <u>Amur Cork Tree</u> | <u>Phellodendron Amurense</u> |
| <u>Cherry – Ornamental</u> | <u>Prunus Avium</u> |
| <u>Chokecherry – Canada Red</u> | <u>Prunus Virginiana Canada Red</u> |
| <u>Fringetree</u> | <u>Chionanthus Virginicus</u> |
| <u>Pear – Callery</u> | <u>Pyrus Calleryana</u> |

3. That after the adoption and approval hereof the Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

PRESENTED to the City Council of the City of St. Charles, Illinois, this _____ day of _____ 2019.

PASSED by the City Council of the City of St. Charles, Illinois, this _____ day of _____ 2019.

APPROVED by the Mayor of the City of St. Charles, Illinois, this _____ day of _____ 2019.

Raymond P. Rogina, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

APPROVED AS TO FORM:

City Attorney

DATE: _____



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: *6.i

Title:

Recommendation to Approve Resolution Authorizing Application to Kane County Riverboat Grant Program

Presenter:

Ken Jay

Meeting: Government Services Committee

Date: February 25, 2019

Proposed Cost: n/a

Budgeted Amount: \$262,104.00

Not Budgeted:

Each year Kane County offers grant programs to help improve the quality of life within Kane County. The City of St. Charles successfully received funding in the past from the Kane County Riverboat Grant Program to assist with the completion of the Bob Leonard Riverwalk Project, Municipal Center Parking Lot and most recently the 7th Avenue Creek Watershed Plan and 7th Avenue Culvert Repairs. Staff is proposing to submit an application for the Kane County Riverboat Grant funding toward design of Phase 1 of the 7th Avenue Creek Project.

The City will be applying for funds to be applied toward the costs associated with the design of Phase 1, which spans along the 7th Avenue Creek from S. 10th Avenue to Washington Avenue and includes replacement of culverts, removal of a portion of S. 9th Avenue, restoring the creek to a natural state and reductions in flood elevations. The total amount proposed in the budget for FY19/20 is \$262,104.

The 2019 grant application will be requesting an amount of \$100,000 for this project, which is the maximum request allowable under this grant. As part of the application submittal to the County, approval of the attached resolution is required. Staff requests that the City Council approve the resolution to authorize the application of the grant and to allow staff to execute all documents upon receipt of grant monies.

Attachments (please list):

* Resolution Authorizing Application to Kane County Riverboat Grants

Recommendation/Suggested Action (briefly explain):

Recommendation to approve a Resolution Authorizing Application to Kane County Riverboat Grant and that the City Administrator be authorized to execute all necessary documents for design of Phase 1 of the 7th Avenue Creek Project.

City of St. Charles, Illinois
Resolution No. _____

**A Resolution Authorizing Application for Kane County Development
Funds and Execution of all Necessary Documents**

**Presented & Passed by the
City Council on _____**

WHEREAS, the City of St. Charles has determined that it is in its best interests to submit an application for Kane County Riverboat Funds for the 7th Avenue Creek Project, and;

WHEREAS, said project will include the design of Phase 1 improvements for the 7th Avenue Creek and 7th Avenue Creek Tributary, and;

WHEREAS, the Kane County Board must approve said application and will require the City of St. Charles to execute a Funding Agreement and other necessary documents upon approval.

NOW THEREFORE, be it resolved by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, as follows:

SECTION ONE: That Mark Koenen, City Administrator, is hereby authorized to execute an application for Kane County Riverboat Funds, a Funding Agreement and other necessary documents upon approval of the application by the Kane County Board, and any requests for payment and documentation required to be submitted by the City of St. Charles to Kane County requesting the dispersal of funds.

SECTION TWO: That any changes to the above-stated project description must be approved by the City of St. Charles.

SECTION THREE: This Resolution shall be in full force and effect upon its passage and approval.

PRESENTED to the City Council of the City of St. Charles, Illinois, this _____ day of _____ 2019.

PASSED by the City Council of the City of St. Charles, Illinois, this _____ day of _____ 2019.

APPROVED by the Mayor of the City of St. Charles, Illinois, this _____ day of _____ 2019.

Resolution No. _____

Page 2

Ray P. Rogina, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: *6.j

Title:

Recommendation to Award Purchase Order for LED Cobrahead fixtures to Border States

Presenter:

Tom Bruhl

Meeting: Government Services Committee

Date: February 25, 2019

Proposed Cost: \$ 42,075.60

Budgeted Amount: \$ 45,000

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

The Electric Services staff has been working with IDOT and KDOT to replace some of the highest wattage fixtures with LED's. Permitting is in progress with IDOT for East Main Street from 38th Avenue to 7th Avenue. Purchasing went out for bids and received seven bids for a variety of different wattage applications. The 140 fixtures (310W equivalent) on East Main are the highest priority at this time. IDOT requires a photometric engineering study as part of the permit submittal and the Eaton/Cooper fixture was proposed to IDOT based on City and industry experience with that manufacturer.

As one of the heaviest traveled sections of road in the City, Staff does not feel comfortable experimenting with an alternative supplier, and switching fixtures would require re-engineering and resubmittal to IDOT. Typically, after technical review on paper, Staff would evaluate sample product for new manufacturers prior to making a large purchase. For the Eaton/Cooper fixture, there were two proposals that were very close to each other in cost. The lowest cost proposal was technically not compliant with Purchasing's bid specifications. The \$670 difference between these two vendors is deemed by Staff to be acceptable to avoid the cost of administrative time negotiating exceptions with the low cost vendor. For the other applications, Staff will work through technical evaluation of the alternative proposals and award those fixtures at a later time.

Attachments *(please list):*

* Bid Tabulation

Recommendation/Suggested Action *(briefly explain):*

Recommendation to award Purchase Order for LED Cobrahead fixtures to Border States in an amount of \$42,075.60



BID RESULTS

LED COBRAHEAD LIGHTS

Bid Opening Date: February 15, 2019

Budget:

A formal Invitation to Bid was published in the newspaper on January 30, 2019. Two manufactureres, each with limited distribution channels, are specified as qualified products. Six bidders bid on alternate products. Two bidders bid on qualified products. One of these two bidders was deemed not compliant. All other bids were deemed compliant. The city will award the compliant bidder for the 310W, Border States. The city will evaluate alternative sources for other needs.

| Bidder | SOLARMAX | | HOWARD LIGHTING/Lynn | | BATTERIES PLUS | | STEINER | | JDR INDUSTRIES | | BORDER STATES | | TRASTAR | | LED RITE | |
|---|----------|----------|----------------------|----------|----------------|----------|---------|----------|----------------|----------|---------------|----------|---------|----------|----------|----------|
| | unit | extended | unit | extended | unit | extended | unit | extended | unit | extended | unit | extended | unit | extended | unit | extended |
| Responsive Bid? 2 originals none electronic file none Signatures yes Certification of Compliance yes Certificate of Insurance yes W9 yes Exceptions none | | | | | | | | | | | | | | | | |
| Qualified Product? Eaton Cooper ARCH-M-AF48-140D-U-T2R-4N7-AP (standard 4000K light color) 140 Solar Max Led reference documents \$ 186.00 \$ 26,040.00 Howard Lighting reference documents \$ 197.95 \$ 27,713.00 Energetic reference documents \$ 183.50 \$ 25,690.00 Vibrant reference documents \$ 225.72 \$ 31,600.80 Duralight reference documents \$ 219.00 \$ 30,660.00 LEDRite reference documents \$ 328.53 \$ 45,994.20 | | | | | | | | | | | | | | | | |
| 310W Equivalent Route 64 from 7th Ave to 38th Ave LED Retrofit - Grey Exterior with 4000K LED's Leotek GCM2-30H-MV-NW-2R-DB-1A-PCR7-4B-RWG 6 Eaton Cooper ARCH-AF48-80-D-U-T2R-4N7-BZ \$ 165.00 \$ 990.00 Solar Max Led reference documents \$ 149.95 \$ 899.70 Howard Lighting reference documents \$ 175.05 \$ 1,050.30 Energetic reference documents \$ 232.35 \$ 1,394.10 Vibrant reference documents/sub Leotek \$ 207.45 \$ 1,244.70 Vibrant reference documents/sub Eaton Leotek min=\$3200 & \$ thru 3/15/19 Duralight reference documents Eaton min=\$1600 \$ 171.09 \$ 1,026.54 LEDRite reference documents \$ 171.09 \$ 1,026.54 \$ 228.00 \$ 1,368.00 \$ 230.44 \$ 1,382.64 | | | | | | | | | | | | | | | | |
| 250W Equivalent LED Retrofit - Bronze Color - 4000K LED's - First Street Leotek GCM2-30H-MV-NW-2R-GY-1A-PCR7-4B-RWG 60 Eaton Cooper ARCH-AF48-80-D-U-T2R-4N7-AP (standard 4000K light color) \$ 165.00 \$ 9,900.00 Solar Max Led reference documents \$ 149.95 \$ 8,997.00 Howard Lighting reference documents \$ 175.05 \$ 10,503.00 Energetic reference documents \$ 219.90 \$ 13,194.00 Vibrant reference documents/sub Leotek \$ 207.45 \$ 12,447.00 Vibrant reference documents/sub Eaton Leotek min=\$3200 & \$ thru 3/15/19 Duralight reference documents Eaton min=\$1600 \$ 171.09 \$ 10,265.40 LEDRite reference documents \$ 171.09 \$ 10,265.40 \$ 222.00 \$ 13,320.00 \$ 230.44 \$ 13,826.40 | | | | | | | | | | | | | | | | |
| 250W Equivalent LED Retrofit - Grey Exterior with 4000K LED's - Route 31 Retrofit Leotek GCM2-30H-MV-NW-2R-GY-1A-PCR7-4B-RWG 100 Eaton Cooper ARCH-AF16-60D-U-T2U-4N7-AP \$ 134.00 \$ 13,400.00 Solar Max Led reference documents \$ 144.95 \$ 14,495.00 Howard Lighting reference documents \$ 96.85 \$ 9,685.00 Energetic reference documents \$ 207.45 \$ 20,745.00 Vibrant reference documents/sub Leotek \$ 147.88 \$ 14,788.00 Vibrant reference documents/sub Eaton Leotek min=\$3200 & \$ thru 3/15/19 Duralight reference documents Eaton min=\$1600 \$ 99.98 \$ 9,998.00 LEDRite reference documents \$ 78.89 \$ 7,889.00 \$ 185.00 \$ 18,500.00 \$ 210.69 \$ 21,069.00 | | | | | | | | | | | | | | | | |
| 150W Equivalent LED Retrofit - Grey Exterior with 4000K LED's - Residential Retrofits Leotek GCM2-30H-MV-NW-2R-GY-1A-PCR7-4B-RWG 100 Eaton Cooper ARCH-AF16-60D-U-T2U-4N7-AP \$ 134.00 \$ 13,400.00 Solar Max Led reference documents \$ 144.95 \$ 14,495.00 Howard Lighting reference documents \$ 96.85 \$ 9,685.00 Energetic reference documents \$ 207.45 \$ 20,745.00 Vibrant reference documents/sub Leotek \$ 147.88 \$ 14,788.00 Vibrant reference documents/sub Eaton Leotek min=\$3200 & \$ thru 3/15/19 Duralight reference documents Eaton min=\$1600 \$ 99.98 \$ 9,998.00 LEDRite reference documents \$ 78.89 \$ 7,889.00 \$ 185.00 \$ 18,500.00 \$ 210.69 \$ 21,069.00 | | | | | | | | | | | | | | | | |
| TOTAL \$ 50,330.00 \$ 52,104.70 \$ 46,928.30 \$ 50,781.74 \$ 77,243.48 \$ 63,848.00 \$ 82,272.24 | | | | | | | | | | | | | | | | |
| Payment via St Charles Credit card? yes Discount? no | | | | | | | | | | | | | | | | |

Intent to Award by line item (pending approval): 310W Equivalent to BORDER STATES; Other line items to be evaluated

The City wishes to thank all bidders for participating in this solicitation. The City recognizes and appreciates the time and effort your firm put into preparing and submitting your proposal. The City invites you to bid on future solicitations which are posted on the City's website at <https://www.stcharlesil.gov>.

The city of St. Charles is looking for ways to reduce costs and create better returns for our investments. Please advise the City if you have any suggestions that can provide: cost savings; quality improvements; improved resource utilization; versatility; standardization; modification in delivery; inventory or consignment practices; value analysis; or other.



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: *6.k

| | |
|------------|---|
| Title: | Recommendation to Award Purchase Order for Engineering of City Hall Substation 12kV Bus Improvements to Utility Design Services (UDS) |
| Presenter: | Tom Bruhl |

Meeting: Government Services Committee

Date: February 25, 2019

Proposed Cost: \$ 34,203.20

Budgeted Amount: \$ 100,000

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

City Hall Substation is the second largest substation on our system. Twelve circuits exit the substation and feed the central part of the City on both sides of the river. The City Hall Substation 12kV bus design includes a critical reliability flaw in that two circuits are “double lugged” onto one recloser. Six reclosers at the station feed twelve circuits. This means that a problem on one circuit impacts customers on two circuits. To improve reliability for the customers served from this substation, we propose to engineer an expansion of the 12kV bus to include six new reclosers that would provide for separating each circuit onto its own recloser.

The scope of work includes developing design drawings that the City can send out to bid for the construction. Purchasing went out for bids and received six bids. The low bidder, UDS, will be a new vendor for the City; however, they provided a high quality, thorough, proposal along with a long list of relevant reference projects. A number of the municipal references provided in the bid response are known personally to Tom Bruhl, Electric Services Manager, through our affiliation with the Illinois Municipal Utilities Association (IMUA). Reference calls were made to verify vendor qualifications.

Attachments *(please list):*

* Bid Tabulation

Recommendation/Suggested Action *(briefly explain):*

Recommendation to award Purchase Order for City Hall Substation 12kV Bus Improvements to Utility Design Services in an amount of \$34,203.20



BID RESULTS

12kV BUS REDESIGN - SUBSTATION #3 #1007

Bid Opening Date: February 13, 2019

Budget: \$100,000

A formal Request for Proposal was published in the newspaper on January 11, 2019. An optional site visit was held on January 22, 2019. Eight firms attended the site visit. Five of these firms, plus 1 firm who was not present, submitted proposals. Three proposals were submitted without exceptions. The other three took exceptions to contract language. As a Proposal, the city intends to award based on Best Value. The city initiated its review by evaluating the lowest proposal. The lowest submitted proposer was deemed qualified; the price was found to be fair and reasonable; and there were not any exceptions. Statistics: The proposal range was \$74,796.; thus the high bid was 256% higher than the lowest proposal.

| Bidder | Equagen Engineers | Utility Design Services | Primera Engineers | Middough Inc. | Power Systems | SEL |
|-------------------------------------|------------------------------|-------------------------|----------------------|---|--------------------|------------------------|
| Attended Optional Site Visit | NO | YES | YES | YES | YES | YES |
| Responsive Proposal? | | | | | | |
| 2 originals | yes | yes | yes | yes | yes | yes |
| electronic file | yes | yes | yes | yes | yes | yes |
| Signatures | yes | yes | yes | yes | yes | yes |
| Certification of Compliance | yes | yes | yes | yes | yes | yes |
| Certificate of Insurance | yes | yes | yes | yes | no | yes |
| References | yes | yes | yes | yes | yes | yes |
| EXCEPTIONS: | NONE | NONE | YES REF. Section 4B | YES: Limitation of Liability; Waiver of Consequential Damages (ref: Commercial Terms) | NONE | YES ref p.12 & 13 |
| Responsible Firm? | Qualified | | | | | |
| Cost Analysis: | | | | | | |
| Cost of Services (not to exceed) | \$32,220 | \$29,203.20 | \$104,000 | \$46,650.00 | \$56,150.00 | \$36,720.00 |
| Contingency | \$5,000 | \$5,000.00 | \$5,000 | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| Total Cost | \$37,220 | \$34,203.20 | \$109,000 | \$51,650 | \$61,150 | \$41,720 |
| | in-house \$26,820.00 | | | | | |
| | soil test, survey \$5,400.00 | | | | | |
| | \$32,220.00 | | | | | |
| Projected # of hours | 368 | 240 | 885 | 428 | 315 | 265 |
| | Prof Eng 172 | Prof. Eng 3 44 | | | 180 | |
| | Designer 154 | Engineer 5 138 | | | 120 | |
| | Proj Admin 42 | CAD Tech 58 | | | 9 | |
| | 368 | 240 | | | 6 | |
| | | | | | 315 | |
| | Prof Eng \$90.00 | Prof. Eng 3 \$159.36 | Sr Cons Eng \$165.00 | Proj Mgr \$177.00 | Principal \$250.00 | reference rate table 1 |
| | Designer \$60.00 | Engineer 5 \$111.40 | Princ Eng \$145.00 | Sr Eng \$141.00 | Eng 5 \$195.00 | |
| | Proj Admin \$50.00 | CAD Tech \$72.52 | SR Eng \$135.00 | Design Pro \$123.00 | Eng 4 \$185.00 | |
| | | vehicle \$10.50 | Proj Mgr \$130.00 | CAD Op/Design \$91.00 | Eng 2 \$155.00 | |
| | | GPS \$20.00 | Eng \$95.00 | Adminis \$63.00 | CAD Tech \$130.00 | |
| | | | Jr Design \$65.00 | | Admin \$85.00 | |
| Payment via St Charles Credit card? | no | no | no | no | no | no |
| Discount? | 1.5% w/i 10 days | no | .5% w/i 15 days | 2% w/i 10 days | no | no |

Intent to Award: Utility Design Services

The City wishes to thank all bidders for participating in this solicitation. The City recognizes and appreciates the time and effort your firm put into preparing and submitting your proposal. The City invites you to bid on future solicitations which are posted on the City's website at <https://www.stcharlesil.gov>.

The city of St. Charles is looking for ways to reduce costs and create better returns for our investments. Please advise the City if you have any suggestions that can provide: cost savings; quality improvements; improved resource utilization; versatility; standardization; modification in delivery; inventory or consignment practices; value analysis; or other.

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: *6.1

Title:

Recommendation to Award Purchase Order for Landscape Design Improvements for Electric Services and Environmental Services to Hitchcock Design Group.

Presenter:

Tom Bruhl

Meeting: Government Services Committee

Date: February 25, 2019

Proposed Cost: \$ 35,325

Budgeted Amount: \$ 50,000

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

Many of the Electric Services Substation sites and Environmental Services Wells and Lift Station sites, have not had a landscape refresh since they were built. Purchasing went out for bids for landscape architects to develop plans and planting lists for the different facilities. The scope of work includes design drawings that would then be bid out for construction. Hitchcock was the low bidder and is qualified to perform the work.

Attachments *(please list):*

* Bid Tabulation

Recommendation/Suggested Action *(briefly explain):*

Recommendation to award Purchase Order for Landscape Design Improvements for Electric Services and Environmental Services to Hitchcock Design Group in an amount of \$35,325.



BID RESULTS

Landscape Design for Electric Services & Environmental Services Facilities #1011

Bid Opening Date: Jan. 24, 2019

Budget: TBD

A formal Request for Proposal was published in the newspaper on January 2, 2019. Two additional firms were directly notified. Five firms responded. All were qualified.
 Statistics: Bid range = \$73,875 (\$109,200 - \$35,325) or 209%.

| Response Bid? | 2 original electronic files | Signature | Certification of Compliance | Certificate of Insurance | Reference | UPLAND DESIGN | | | CONSERVATION DESIGN | | | WATERBARE ENGINEERING | | | MITCHELLE DESIGN | | |
|---|---|--------------------|-----------------------------|--------------------------|---|--------------------|--------------------|----------------------------|---------------------|--------------------|----------------------------|-----------------------|---------------------|----------------------------|--------------------|--------------------|------------|
| | | | | | | Initial Design | Final Plans | Total/Site | Initial Design | Final Plans | Total/Site | Initial Design | Final Plans | Total/Site | Initial Design | Final Plans | Total/Site |
| Exception: | none | none | none | none | none | YES/Insurance | yes | yes | yes | yes | yes | yes | yes | yes | yes | yes | yes |
| Responsible Bidder? | Qualified? | yes | yes | yes | yes | yes | yes | yes | yes | yes | yes | yes | yes | yes | yes | yes | yes |
| Cost Analysis: | Address | Initial Design | Final Plans | Total/Site | Initial Design | Final Plans | Total/Site | Initial Design | Final Plans | Total/Site | Initial Design | Final Plans | Total/Site | Initial Design | Final Plans | Total/Site | Total/Site |
| Subst. 2 | 630 North 12th Street 300 N. 1st Avenue | \$ 800.00 | \$ 1,200.00 | \$ 2,000.00 | \$ 780.00 | \$ 780.00 | \$ 1,560.00 | \$ 600.00 | \$ 1,200.00 | \$ 1,800.00 | \$ 1,600.00 | \$ 1,400.00 | \$ 3,000.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| Subst. 3 | 2561 Dutane Drive | \$ 800.00 | \$ 1,200.00 | \$ 2,000.00 | \$ 1,280.00 | \$ 1,280.00 | \$ 2,560.00 | \$ 800.00 | \$ 2,000.00 | \$ 2,800.00 | \$ 2,000.00 | \$ 1,800.00 | \$ 3,800.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| Subst. 5 | 1405 Prairie Street | \$ 800.00 | \$ 1,200.00 | \$ 2,000.00 | \$ 780.00 | \$ 780.00 | \$ 1,560.00 | \$ 1,000.00 | \$ 1,800.00 | \$ 2,800.00 | \$ 1,800.00 | \$ 1,600.00 | \$ 3,400.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| Subst. 6 | 1500 DuPain Road | \$ 800.00 | \$ 1,200.00 | \$ 2,000.00 | \$ 680.00 | \$ 680.00 | \$ 1,360.00 | \$ 1,000.00 | \$ 1,800.00 | \$ 2,800.00 | \$ 1,600.00 | \$ 1,400.00 | \$ 3,000.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| Subst. 7 | 850 Rock Road | \$ 800.00 | \$ 1,200.00 | \$ 2,000.00 | \$ 1,300.00 | \$ 1,300.00 | \$ 2,600.00 | \$ 1,000.00 | \$ 1,800.00 | \$ 2,800.00 | \$ 1,500.00 | \$ 1,300.00 | \$ 2,800.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| Subst. 8 | 850 Equity Drive | \$ 800.00 | \$ 1,200.00 | \$ 2,000.00 | \$ 700.00 | \$ 700.00 | \$ 1,400.00 | \$ 1,000.00 | \$ 1,800.00 | \$ 2,800.00 | \$ 1,800.00 | \$ 1,600.00 | \$ 3,400.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| Subst. 9 | 850 Equity Drive | \$ 800.00 | \$ 1,200.00 | \$ 2,000.00 | \$ 850.00 | \$ 850.00 | \$ 1,700.00 | \$ 1,600.00 | \$ 2,400.00 | \$ 4,000.00 | \$ 1,500.00 | \$ 1,300.00 | \$ 2,800.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| Subst. 10 | 109 S. Kirk Road | \$ 800.00 | \$ 1,200.00 | \$ 2,000.00 | \$ 780.00 | \$ 780.00 | \$ 1,560.00 | \$ 600.00 | \$ 1,200.00 | \$ 1,800.00 | \$ 1,600.00 | \$ 1,400.00 | \$ 3,000.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| Subst. 11 | 1701 N. 5th Ave (Route 25) by Water Tower #1 | \$ 800.00 | \$ 1,200.00 | \$ 2,000.00 | \$ 720.00 | \$ 720.00 | \$ 1,440.00 | \$ 600.00 | \$ 1,200.00 | \$ 1,800.00 | \$ 2,000.00 | \$ 1,800.00 | \$ 3,800.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| Subtotal Substitutions | | \$ 7,200.00 | \$ 10,800.00 | \$ 18,000.00 | \$ 7,670.00 | \$ 7,670.00 | \$ 15,340.00 | \$ 8,200.00 | \$ 15,200.00 | \$ 23,400.00 | \$ 15,400.00 | \$ 13,600.00 | \$ 29,000.00 | \$ 3,825.00 | \$ 4,725.00 | \$ 8,550.00 | |
| Well & Water Towers | Address | Initial Design | Final Plans | Total/Site | Initial Design | Final Plans | Total/Site | Initial Design | Final Plans | Total/Site | Initial Design | Final Plans | Total/Site | Initial Design | Final Plans | Total/Site | Total/Site |
| Well #3 | 15 N. Riverside (north side of City Hall) | \$ 1,200.00 | \$ 1,800.00 | \$ 3,000.00 | \$ 680.00 | \$ 680.00 | \$ 1,360.00 | \$ 400.00 | \$ 1,000.00 | \$ 1,400.00 | \$ 1,000.00 | \$ 800.00 | \$ 1,800.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| Well #4 | 8 State Avenue (down alley next to Police Dept.) | \$ 1,200.00 | \$ 1,800.00 | \$ 3,000.00 | \$ 680.00 | \$ 680.00 | \$ 1,360.00 | \$ 400.00 | \$ 1,000.00 | \$ 1,400.00 | \$ 1,000.00 | \$ 800.00 | \$ 1,800.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| Reservoir | 300 North Riverside - west of Substation 3 | \$ 1,200.00 | \$ 1,800.00 | \$ 3,000.00 | \$ 735.00 | \$ 735.00 | \$ 1,470.00 | \$ 800.00 | \$ 2,000.00 | \$ 2,800.00 | \$ 1,200.00 | \$ 1,000.00 | \$ 2,200.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| Well #7 | 210 Randall Road | \$ 1,200.00 | \$ 1,800.00 | \$ 3,000.00 | \$ 540.00 | \$ 540.00 | \$ 1,080.00 | \$ 600.00 | \$ 1,400.00 | \$ 2,000.00 | \$ 1,500.00 | \$ 1,300.00 | \$ 2,800.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| Well #8 | 454 S. 37th Avenue | \$ 1,200.00 | \$ 1,800.00 | \$ 3,000.00 | \$ 540.00 | \$ 540.00 | \$ 1,080.00 | \$ 1,200.00 | \$ 2,800.00 | \$ 4,000.00 | \$ 2,200.00 | \$ 2,000.00 | \$ 4,200.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| Well #9 | 15061 Route 21 (10th Avenue) | \$ 1,200.00 | \$ 1,800.00 | \$ 3,000.00 | \$ 735.00 | \$ 735.00 | \$ 1,470.00 | \$ 800.00 | \$ 2,000.00 | \$ 2,800.00 | \$ 1,600.00 | \$ 1,400.00 | \$ 3,000.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| Well #11 | 2900 N. 5th Avenue | \$ 1,200.00 | \$ 1,800.00 | \$ 3,000.00 | \$ 735.00 | \$ 735.00 | \$ 1,470.00 | \$ 1,200.00 | \$ 2,800.00 | \$ 4,000.00 | \$ 1,600.00 | \$ 1,400.00 | \$ 3,000.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| Well #13 | 2195 Oak Street | \$ 1,200.00 | \$ 1,800.00 | \$ 3,000.00 | \$ 1,100.00 | \$ 1,100.00 | \$ 2,200.00 | \$ 1,600.00 | \$ 2,400.00 | \$ 4,000.00 | \$ 2,200.00 | \$ 2,000.00 | \$ 4,200.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| Booster & Wells 3&4 | 210 N. Riverside 3796S | \$ 1,200.00 | \$ 1,800.00 | \$ 3,000.00 | \$ 900.00 | \$ 900.00 | \$ 1,800.00 | \$ 1,200.00 | \$ 2,800.00 | \$ 4,000.00 | \$ 2,200.00 | \$ 2,000.00 | \$ 4,200.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| Campton Water Tower | 103 S. 10th Street | \$ 1,200.00 | \$ 1,800.00 | \$ 3,000.00 | \$ 735.00 | \$ 735.00 | \$ 1,470.00 | \$ 1,600.00 | \$ 2,800.00 | \$ 4,400.00 | \$ 2,200.00 | \$ 2,000.00 | \$ 4,200.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| 10th Street Water Tower | 3703 N. 5th Ave | \$ 1,200.00 | \$ 1,800.00 | \$ 3,000.00 | \$ 680.00 | \$ 680.00 | \$ 1,360.00 | \$ 600.00 | \$ 1,200.00 | \$ 1,800.00 | \$ 1,500.00 | \$ 1,300.00 | \$ 2,800.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| Red Gate Water Tower | Red Gate Road west of 25 | \$ 1,200.00 | \$ 1,800.00 | \$ 3,000.00 | \$ 1,100.00 | \$ 1,100.00 | \$ 2,200.00 | \$ 1,600.00 | \$ 2,400.00 | \$ 4,000.00 | \$ 1,800.00 | \$ 1,600.00 | \$ 3,400.00 | \$ 425.00 | \$ 525.00 | \$ 950.00 | |
| Subtotal Wells & Water Towers | | \$ 14,400.00 | \$ 21,600.00 | \$ 36,000.00 | \$ 9,160.00 | \$ 9,160.00 | \$ 18,320.00 | \$ 12,000.00 | \$ 24,600.00 | \$ 36,600.00 | \$ 20,000.00 | \$ 17,600.00 | \$ 37,600.00 | \$ 5,100.00 | \$ 6,300.00 | \$ 11,400.00 | |
| Wastewater | Address | Initial Design | Final Plans | Total/Site | Initial Design | Final Plans | Total/Site | Initial Design | Final Plans | Total/Site | Initial Design | Final Plans | Total/Site | Initial Design | Final Plans | Total/Site | Total/Site |
| 7th and Division | 518 Division St 125C Country | \$ 425.00 | \$ 375.00 | \$ 800.00 | \$ 945.00 | \$ 945.00 | \$ 1,890.00 | \$ 400.00 | \$ 1,000.00 | \$ 1,400.00 | \$ 1,600.00 | \$ 1,400.00 | \$ 3,000.00 | \$ 450.00 | \$ 575.00 | \$ 1,025.00 | |
| Country Club | 791 King Edwards Ave | \$ 425.00 | \$ 375.00 | \$ 800.00 | \$ 735.00 | \$ 735.00 | \$ 1,470.00 | \$ 1,000.00 | \$ 1,800.00 | \$ 2,800.00 | \$ 2,000.00 | \$ 1,800.00 | \$ 3,800.00 | \$ 450.00 | \$ 575.00 | \$ 1,025.00 | |
| Kingwood | 1040 Crestwood Circle | \$ 425.00 | \$ 375.00 | \$ 800.00 | \$ 735.00 | \$ 735.00 | \$ 1,470.00 | \$ 400.00 | \$ 1,000.00 | \$ 1,400.00 | \$ 1,600.00 | \$ 1,400.00 | \$ 3,000.00 | \$ 450.00 | \$ 575.00 | \$ 1,025.00 | |
| Dak Creek | 4048 E Main St | \$ 425.00 | \$ 375.00 | \$ 800.00 | \$ 735.00 | \$ 735.00 | \$ 1,470.00 | \$ 1,000.00 | \$ 1,800.00 | \$ 2,800.00 | \$ 1,400.00 | \$ 1,200.00 | \$ 2,600.00 | \$ 450.00 | \$ 575.00 | \$ 1,025.00 | |
| Pine Ridge | Woodward Drive & Oak Street | \$ 425.00 | \$ 375.00 | \$ 800.00 | \$ 800.00 | \$ 800.00 | \$ 1,600.00 | \$ 600.00 | \$ 1,200.00 | \$ 1,800.00 | \$ 1,400.00 | \$ 1,200.00 | \$ 2,600.00 | \$ 450.00 | \$ 575.00 | \$ 1,025.00 | |
| Red Gate/Cane Road | 309021 Crane Rd | \$ 425.00 | \$ 375.00 | \$ 800.00 | \$ 735.00 | \$ 735.00 | \$ 1,470.00 | \$ 600.00 | \$ 1,200.00 | \$ 1,800.00 | \$ 1,400.00 | \$ 1,200.00 | \$ 2,600.00 | \$ 450.00 | \$ 575.00 | \$ 1,025.00 | |
| Renaux Manor | 3368 St Michel Ct | \$ 425.00 | \$ 375.00 | \$ 800.00 | \$ 680.00 | \$ 680.00 | \$ 1,360.00 | \$ 400.00 | \$ 1,000.00 | \$ 1,400.00 | \$ 1,400.00 | \$ 1,200.00 | \$ 2,600.00 | \$ 450.00 | \$ 575.00 | \$ 1,025.00 | |
| Riverside | 1500 Riverside Dr | \$ 425.00 | \$ 375.00 | \$ 800.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 2,000.00 | \$ 2,400.00 | \$ 4,000.00 | \$ 6,400.00 | \$ 1,600.00 | \$ 1,400.00 | \$ 3,000.00 | \$ 450.00 | \$ 575.00 | \$ 1,025.00 | |
| Royal Fox 1 | 4800 Royal Fox Dr | \$ 425.00 | \$ 375.00 | \$ 800.00 | \$ 735.00 | \$ 735.00 | \$ 1,470.00 | \$ 1,600.00 | \$ 2,400.00 | \$ 4,000.00 | \$ 1,600.00 | \$ 1,400.00 | \$ 3,000.00 | \$ 450.00 | \$ 575.00 | \$ 1,025.00 | |
| Royal Fox 2 | 1405 Durham Rd | \$ 425.00 | \$ 375.00 | \$ 800.00 | \$ 735.00 | \$ 735.00 | \$ 1,470.00 | \$ 800.00 | \$ 1,400.00 | \$ 2,200.00 | \$ 1,400.00 | \$ 1,200.00 | \$ 2,600.00 | \$ 450.00 | \$ 575.00 | \$ 1,025.00 | |
| Wild Rose | 13 Wildrose Springs Dr 1000 Glen Briar Ct | \$ 425.00 | \$ 375.00 | \$ 800.00 | \$ 945.00 | \$ 945.00 | \$ 1,890.00 | \$ 1,200.00 | \$ 1,800.00 | \$ 3,000.00 | \$ 1,800.00 | \$ 1,600.00 | \$ 3,400.00 | \$ 450.00 | \$ 575.00 | \$ 1,025.00 | |
| Woods of Fox Glen | | \$ 425.00 | \$ 375.00 | \$ 800.00 | \$ 735.00 | \$ 735.00 | \$ 1,470.00 | \$ 1,400.00 | \$ 2,000.00 | \$ 4,400.00 | \$ 1,600.00 | \$ 1,400.00 | \$ 3,000.00 | \$ 450.00 | \$ 575.00 | \$ 1,025.00 | |
| Zypress | SW corner of Randall Rd & E. 64 - behind west of 51 S. Randall (M0407-11) | \$ 425.00 | \$ 375.00 | \$ 800.00 | \$ 945.00 | \$ 945.00 | \$ 1,890.00 | \$ 800.00 | \$ 1,400.00 | \$ 2,200.00 | \$ 1,600.00 | \$ 1,400.00 | \$ 3,000.00 | \$ 450.00 | \$ 575.00 | \$ 1,025.00 | |
| Subtotal Wastewater | | \$ 6,375.00 | \$ 5,625.00 | \$ 12,000.00 | \$ 11,930.00 | \$ 11,930.00 | \$ 23,860.00 | \$ 13,400.00 | \$ 25,200.00 | \$ 38,600.00 | \$ 22,800.00 | \$ 19,800.00 | \$ 42,600.00 | \$ 6,750.00 | \$ 8,625.00 | \$ 15,375.00 | |
| SUMMARY OF PRICES | | | | | | | | | | | | | | | | | |
| Subtotal Substitutions | | \$ 7,200.00 | \$ 10,800.00 | \$ 18,000.00 | \$ 7,670.00 | \$ 7,670.00 | \$ 15,340.00 | \$ 8,200.00 | \$ 15,200.00 | \$ 23,400.00 | \$ 15,400.00 | \$ 13,600.00 | \$ 29,000.00 | \$ 3,825.00 | \$ 4,725.00 | \$ 8,550.00 | |
| Subtotal Wells & Water Towers | | \$ 14,400.00 | \$ 21,600.00 | \$ 36,000.00 | \$ 9,160.00 | \$ 9,160.00 | \$ 18,320.00 | \$ 12,000.00 | \$ 24,600.00 | \$ 36,600.00 | \$ 20,000.00 | \$ 17,600.00 | \$ 37,600.00 | \$ 5,100.00 | \$ 6,300.00 | \$ 11,400.00 | |
| Subtotal Wastewater | | \$ 6,375.00 | \$ 5,625.00 | \$ 12,000.00 | \$ 11,930.00 | \$ 11,930.00 | \$ 23,860.00 | \$ 13,400.00 | \$ 25,200.00 | \$ 38,600.00 | \$ 22,800.00 | \$ 19,800.00 | \$ 42,600.00 | \$ 6,750.00 | \$ 8,625.00 | \$ 15,375.00 | |
| GRAND TOTAL | | \$27,975.00 | \$38,025.00 | \$66,000.00 | \$28,760.00 | \$28,760.00 | \$57,520.00 | \$33,600.00 | \$65,000.00 | \$98,600.00 | \$58,200.00 | \$51,000.00 | \$109,200.00 | \$15,675.00 | \$19,650.00 | \$35,325.00 | |
| Is pricing contingent upon being awarded a certain amount of work? | NO | | | | Yes. Pricing is based on doing projects together to save time on travel and meetings. Any of the three projects can be separated and/or change up to 15% of all the projects can be reduced without price change. | YES | | | | | YES | | | NO | | | |
| Price per hour to facilitate the possibility of Change Orders | \$ 125.00 per hour | | | | \$150/hr, \$138/hr, \$150/hr, \$138/hr, \$150/hr | | | \$ 102.00 per hour | | | \$ 135.00 per hour | | | \$ 120.00 per hour | | | |
| Price for Additional Services as described in Service Provider Response Requirements Page | \$ 125.00 per hour | | | | Reference actual submittal | | | Reference actual submittal | | | Reference actual submittal | | | Reference actual submittal | | | |
| Intent to Award (pending approval): | | | | | | | | | | | | | | | | | |
| The City wishes to thank all b | | | | | | | | | | | | | | | | | |



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 6.m

Title:

Recommendation to Award Purchase Order for Padmounted Capacitors to Wesco

Presenter:

Chris Adesso

Meeting: Government Services Committee

Date: February 25, 2019

Proposed Cost: \$ 124,042

Budgeted Amount: \$ 100,000

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Capacitors are a critical element on our distribution system. They support our voltage, reduce the current on our lines, and reduce penalties we get from our power supplier, IMEA. The switchgear is a semi-custom design to be able to tap into our mainline, while also including elements for the capacitor to be on-line only when it is needed, and with capabilities for us to eventually remote control the unit. Electric Engineering has identified two locations where a pad mounted capacitor would benefit the system. Purchasing went out for bids and received three bids. Electro-Mechanical DBA Federal Pacific was the low cost bidder; however, they withdrew their bid in conjunction with Purchasing investigating omissions in their submittal. The next lowest bidder was Wesco, who represents ABB. ABB has built these semi-customized switchgears for the City in the past, and their product quality has been good. While the cost has escalated from our budget estimate, the capacitors are needed on the system, and we will cover the budget difference by not installing any overhead capacitors this year.

Attachments *(please list):*

- * Bid Tabulation
- * Bid Withdraw Letter

Recommendation/Suggested Action *(briefly explain):*

Recommendation to award Purchase Order for Padmounted Capacitors to Wesco in an amount of \$124,042.



BID RESULTS

12.47kV PADMOUNT CAPACITOR BANK WITH DUAL LOADBREAK SWITCHES #1016

Bid Opening Date: Feb. 5, 2019

Budget:

| Bidder | ELGIN POWER | ELECTRO-MECHANICAL | WESCO |
|--|-------------------------------|------------------------|--------------|
| Responsive Bid? | | | |
| 2 originals | YES | NO | NO |
| electronic file | YES | NO | NO |
| EXCEPTIONS? | YES: #V SWC test; #W computer | YES: Bid Withdrawn | NONE |
| Signatures | YES | NO | YES |
| Certification of Compliance | YES | YES | YES |
| Certificate of Insurance | YES | NO | NO |
| References | YES | NO | NO |
| Responsible Bidder? | Qualified | | |
| Cost Analysis: | | | |
| 12.47kV PADMOUNT CAPACITOR BANK WITH DUAL LOADBREAK SWITCHES | \$ 72,170.00 | \$ 50,264.00 WITHDRAWN | \$ 62,021.00 |
| components or services to be provided by the Utility | BOM attached | attached | attached |
| Payment via St Charles Credit card? | YES | NO | YES |
| Discount? | 0% | 0% | 0% |

Intent to Award (pending approval):

The City wishes to thank all bidders for participating in this solicitation. The City recognizes and appreciates the time and effort your firm put into preparing and submitting your proposal. The City invites you to bid on future solicitations which are posted on the City's website at <https://www.stcharlesil.gov>.

The city of St. Charles is looking for ways to reduce costs and create better returns for our investments. Please advise the City if you have any suggestions that can provide: cost savings; quality improvements; improved resource utilization; versatility; standardization; modification in delivery; inventory or consignment practices; value analysis; or other.



February 14, 2019

City of St. Charles
2 East Main Street
St. Charles, IL 60174

Reference: City of St. Charles Bid #1016

Dear Ms. Schouten:

Electro-Mechanical Corporation d/b/a Federal Pacific would like to respectfully request permission to immediately withdraw our bid from consideration for City of St. Charles bid #1016. We sincerely apologize for any inconvenience.

If you have any questions, please do not hesitate to contact me.

Regards,

Dovia Osborne
Electro-Mechanical Corporation d/b/a Federal Pacific
Sales and Application Engineering Manager – Padmount
Dovia.osborne@electro-mechanical.com
T: 276-645-8865