

**AGENDA  
CITY OF ST. CHARLES, IL  
GOVERNMENT SERVICES COMMITTEE MEETING  
RONALD SILKAITIS, CHAIRMAN**

**MONDAY, FEBRUARY 24, 2020, 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.

**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 and Parking Lot Closures and Amplification License for the Fine Arts Show.
- \*b. Recommendation to approve Amplification License for the Annual MS Walk.
- \*c. Recommendation to approve Street Closures for the Bike MS Event at the Kane County Fairgrounds.
- \*d. Recommendation to approve the Purchase of Two 2019 Ford Interceptor Sedans from Morrow Brothers Ford (State Bid).

**6. PUBLIC WORKS DEPARTMENT**

- a. Recommendation to Update Title 13 “Public Utilities”, Chapter 13.08 “Electricity”, Section 13.08.320 “Renewable Generation Energy Purchase Policy”.

- b. Recommendation to Update Title 13 “Public Utilities”, Chapter 13.08 “Electricity”, Section 13.08.135 “Application Procedures and Charges”.
- c. Recommendation to approve Construction Contract for the 2020 Street Rehabilitation Program.
- d. Recommendation to update Title 13 “Public Utilities”, Chapter 12.207 “Stormwater/Groundwater Discharge Standards.”
- \*e. Recommendation to approve Budget Addition for Pump Repairs to the Eastside Lift Station.
- \*f. Recommendation to Waive the Formal Bid Procedure and approve Repairs to the Eastside Lift Station Pump.
- \*g. Recommendation to approve a Resolution Authorizing Application to Kane County Riverboat Grant Program.

**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](mailto: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: Paul Hopkins

Meeting: Government Services Committee

Date: February 24, 2020

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

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

For Information Only.

**Attachments** *(please list):*

- January 2020 Outage Report
- January 2020 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
2019	873	5.7

## 2020

Month Light Was Repaired	Number of Lights Repaired	Average Days to Repair
May	27	10.0
June	27	5.7
July	24	6.1
August	27	7.2
September	51	5.7
October	83	8.3
November	103	6.9
December	91	9.7
January	157	4.1
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 24, 2020

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 9, 2020 Natural Resources Commission meeting minutes are attached.

**Attachments** *(please list):*

\* Natural Resources Commission Minutes – January 2020 meeting minutes.

**Recommendation/Suggested Action** *(briefly explain):*

For information only.

**MINUTES  
CITY OF ST. CHARLES  
NATURAL RESOURCES COMMISSION MEETING  
RALPH GRATHOFF, CHAIRMAN  
JANUARY 9, 2020**

**Members Present:** Kathy Brens, Andrew Diorio, Tom Galante, Heather Goudreau, Ralph Grathoff, Ryan Johnson, Jillian Leturno, Suzi Myers, Loren Nagy, Claire Norman, Pam Otto

**Members Absent:** Angela Churchill, Lee Haggas, Caroline Wilfong

**Others Present:** Chris Adesso, Marcelline D'Argento, AJ Reineking

**Visitors Present:** Abby Beck, Nancy Hannah

**1. Call to Order & Pledge of Allegiance**

The meeting was convened by Chair. Grathoff at 7:01 p.m.

**2. Introduction of Visitors, Comments and Concerns**

Ms. Beck was in attendance on behalf of the City of Batavia as an Alderman and former member of the Batavia Environmental Commission to discuss the Greenest Region Compact II [GRC]. Please see 4.A. below.

Ms. Hannah was in attendance as a private citizen and resident of St. Charles in support of the Natural Resources Commission [NRC].

**3. Minutes Review and Approval**

Motion to approve and place into the public record the minutes of the December 12, 2019 NRC meeting. Motion by Comm. Nagy, second by Comm. Brens to approve the minutes. Voice vote: unanimous; nays – none. Motion carried at 7:02 p.m.

**4. Old Business**

**A. Greenest Region Compact II**

Chair. Grathoff stated he invited Ms. Beck to the NRC meeting because he previously participated with her on an environmental panel and noted the city of Batavia has made significant progress toward the objectives of the GRC. Ms. Beck provided some background information on Batavia's approach to the GRC. The Batavia Commissioners divided the sections of the GRC document based on their areas of interest then reviewed and completed the entire document. During the review process, members of the Batavia Commission met with Batavia city staff to obtain information on items already completed. The Batavia Commission then determined in which areas they had strengths, weaknesses, momentum, capacity to complete items, etc., then formulated goals which were presented to Batavia's city council. Ms. Beck noted through the process of reviewing and completing the GRC, better collaboration was developed between the Batavia Commission, city staff and city council. Annual updates are presented to Batavia's city council on the progress and future goals for the GRC.

Chair Grathoff asked how long it took Batavia to complete its review of the GRC, and Ms. Beck responded approximately three months.

Comm. Otto asked if the Batavia park district is involved with the GRC. Ms. Beck noted there is no naturalist on staff at the park district since their programs are more recreational

and fitness based. However, there could be some environmental involvement with regard to landscaping.

The Commissioners discussed document sharing and how to divide the various sections of the GRC framework to facilitate review and get a baseline as to what has already been completed. Mr. Adesso informed the NRC that Public Works and the city's Community and Economic Development department will review the GRC document for items that have already been completed, items in progress, planned items, etc. Comm. Otto noted with the combined effort of the St. Charles Park District items such as education within the community are already being done.

Additionally, Ms. Beck provided information on the Fox Valley Sustainability Network [FVSN] and discussed a recent forum held on reducing the consumption of single-use plastic and paper bags. Ms. Beck reported that the Batavia Commission is currently working on a bag fee proposal, and is seeking support from the Boy Scouts, Girl Scouts and other service organizations. The city of Geneva is considering a resolution to have retailers to implement the use of reusable bags. A regional approach would result in the best outcome. The state of Illinois also considering measures regarding single-use bags.

Student Comms. Leturno and Norman expressed interest in discussing this topic at the high school(s) and determining if there is support. The Student Comms. also suggested the possibility of forming a new committee focusing on single-use plastic and paper bags. This topic will be further discussed at the February 2020 NRC meeting.

#### **B. Curbside Composting**

Mr. Adesso reported city staff met with representatives from Lakeshore Recycling Services [LRS] regarding activation of curbside composting services available through the city's refuse contract. They also discussed having the NRC partner with LRS on community education and public relations. Mr. Adesso prepared an executive summary for the city's Government Services Committee and this topic is on the agenda for the January 27, 2020 meeting. Members of the NRC will also attend the meeting.

#### **5. New Business**

Included with 4.A. GRC discussion above.

#### **6. Arbor Day**

Ms. D'Argento distributed the Arbor Day planning checklist and asked the Commissioners to review the document and consider what they would like to do for this year's event. Chair. Grathoff asked the Student Commissioners if they would consider speaking again. The annual Arbor Day celebration will be further discussed at the February NRC meeting.

#### **7. Committee Reports**

##### **A. Education Committee**

Comm. Myers noted an article for The Den for February will be due soon. Possible article suggestions included Arbor Day, the 50th anniversary of Earth Day or an article from one of the Student Commissioners.

##### **B. Langum Woods Clean-Up Committee**

Comms. Johnson and Otto stated the clean-up day will be held on the alternate date of January 25th based on the weather forecast for January 11th. The NRC's social media will be updated accordingly.

**C. New Committee**

None.

**8. Public Services Division Tree Activity Reports December 2019**

Motion to approve and place into the public record the Public Services Division Tree Activity Reports for the month of December 2019. Motion by Comm. Nagy, second by Comm. Galante to approve the reports. Voice vote: unanimous; nays – none. Motion carried at 7:55 p.m.

**9. Additional Items**

**A. Commissioners**

None.

**B. City Staff**

Mr. Reineking distributed volunteer release waivers, which all Commissioners should sign if they plan to participate in activities such as clean-up days in Langum Woods. Once waivers are signed they will remain in effect indefinitely. Non-NRC volunteers [private residents, students, etc.] will be required to sign a waiver as well prior to participating in an activity. Mr. Reineking provided additional blank waivers to Comms. Johnson and Otto to distribute to non-NRC volunteers at the Langum Woods clean-up day. Comm. Brens noted volunteers under the age of 18 will need to have a parent/guardian sign the waiver on their behalf.

**C. Visitors**

None.

**D. Adjournment**

Motion to adjourn the meeting. Motion by Comm. Otto, second by Comm. Nagy to adjourn the meeting. Voice vote: unanimous; nays – none. Motion carried at 8:00 p.m.



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: \*5.a

Title:

Recommendation to Approve Street and Parking Lot Closures and Amplification License for the Fine Arts Show

Presenter:

Chief Keegan

Meeting: Government Services Committee

Date: February 24, 2020

Proposed Cost: \$3,203.84 (PW)

Budgeted Amount: \$

Not Budgeted:

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

The Fine Arts Show will again be held on South Riverside Avenue between Main Street and Illinois Avenue; Walnut Avenue between Riverside Avenue and 2<sup>nd</sup> Avenue; and on 1<sup>st</sup> Street Illinois Street north to Main Street, from Saturday, May 23<sup>rd</sup> through Sunday, May 24<sup>th</sup>. The event will be open from 10 a.m. – 6 p.m. on both days; Friday will only be for set-up for the event. The amplification license is being requested for these time frames.

The Downtown St. Charles Partnership is requesting the closure of the following streets for the duration of the event (including set-up and take-down):

- South Riverside Avenue from Main St. to Illinois Avenue from 5 a.m. on Friday, May 22<sup>nd</sup> through 8 p.m. on Sunday, May 24<sup>th</sup>.
- Walnut Avenue from 2<sup>nd</sup> Avenue to Riverside Avenue from 5 a.m. on Friday, May 22<sup>nd</sup> through 8 p.m. on Sunday, May 24<sup>th</sup>.
- The parking lot between Riverside and 2<sup>nd</sup> Avenue from 5 a.m. on Friday, May 22<sup>nd</sup> through 8 p.m. on Sunday, May 24<sup>th</sup>.
- 1<sup>st</sup> Street between Illinois St. north to Main St. from 5 a.m. on Saturday, May 22<sup>nd</sup> through 8 p.m. on Sunday, May 24<sup>th</sup>.

The applicant has requested temporary electric service. The applicant will be responsible for the actual time and material costs expended by the Electric Utility, as well as the electric energy consumption, for the requested temporary service.

The event volunteers will remove all barricades from the street once all of the booths are gone.

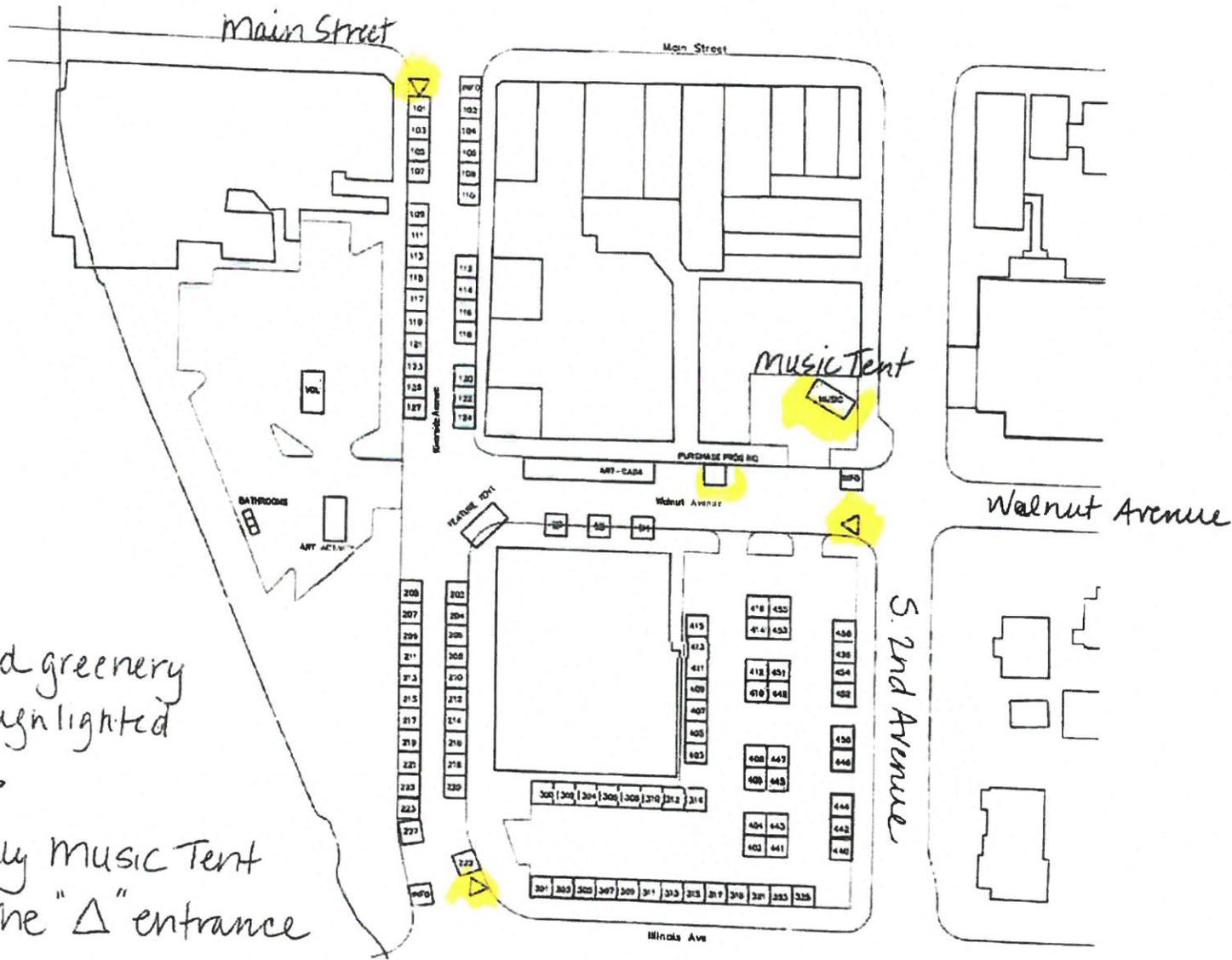
**Attachments** (please list):

\*Diagram

**Recommendation/Suggested Action** (briefly explain):

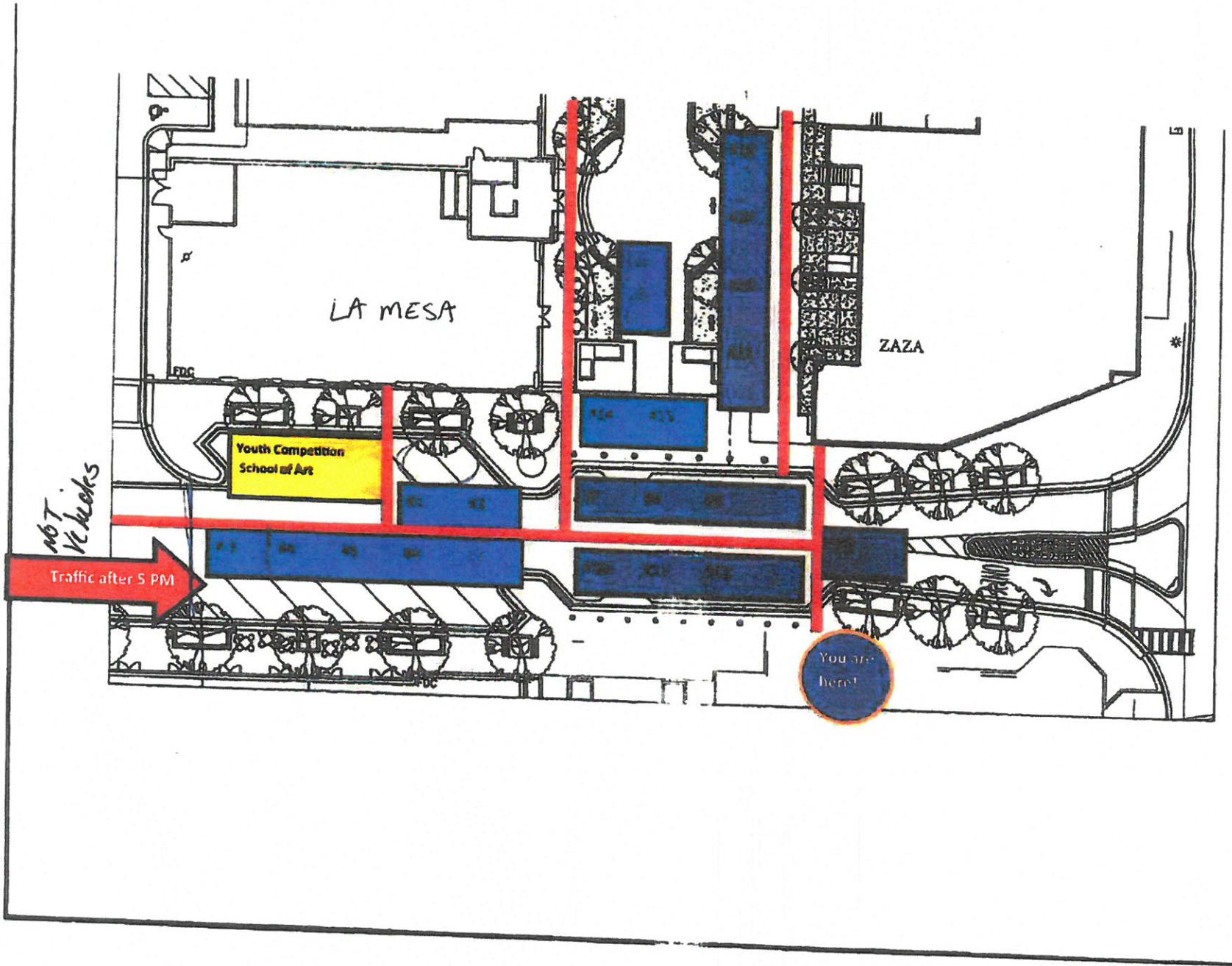
Recommendation to approve street and parking lot closures and amplification license for the Fine Arts Show.

# ~~ANNIVERSARY~~ Anniversary St. Charles Fine Art Show - 2020



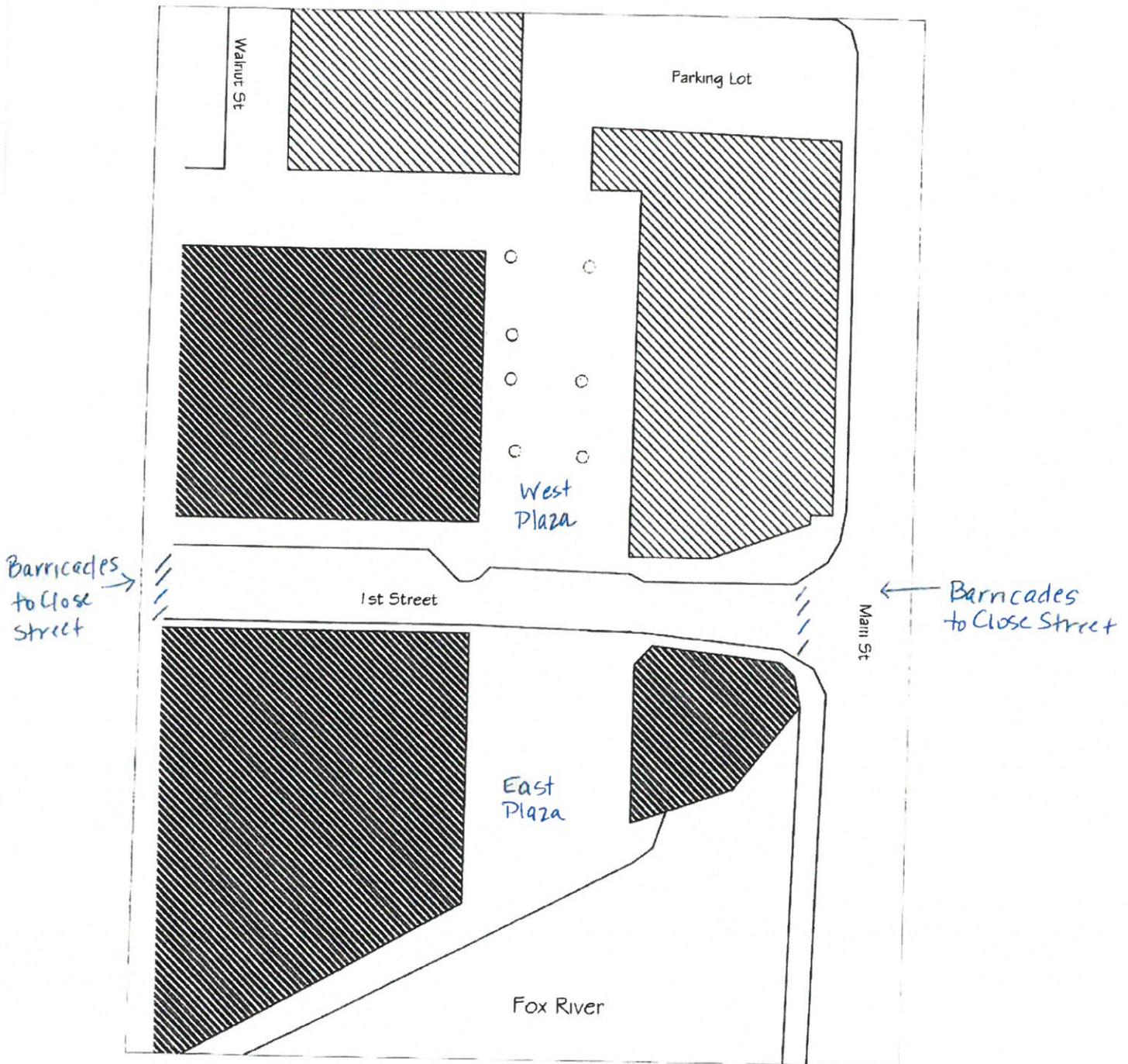
\* Flowers and greenery  
at all highlighted  
areas →

\* especially music Tent  
and at the "Δ" entrance  
banners



Paint the Pavement -

We will be utilizing both the West Plaza and East Plaza for the duration of the event.



#202000030

Fine Arts Show 5/23-5/24/2020

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: \*5.b

Title:	Recommendation to approve Amplification License for the Annual MS Walk
Presenter:	Chief Keegan

Meeting: Government Services Committee

Date: February 24, 2020

Proposed Cost: \$1,120.36 (PD)

Budgeted Amount: \$

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

This year's annual MS Walk is set to take place on Sunday, May 3, 2020.

The walk will begin in Pottawatomie Park and head south to Mt. St. Mary's Park; returning back to Pottawatomie Park. A sound amplification permit has also been requested for public speaking and music during the event.

Approval by Committee or Council is not needed as no request of City streets or parking lots are required for this event; however, the Special Events Committee wanted to communicate the details of this event on a "for your information" basis so all are properly informed of what will take place this year.

Event coordinators are working with the Police Department on any services the organization may need during the event; to include assistance with crossing the street at the major intersections.

**Attachments** *(please list):*

\*Diagram

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to approve an amplification license for the MS Walk.



# ST. CHARLES, ILLINOIS

Sunday, May 5, 2019  
9:00 am  
8 North Ave.  
St. Charles, IL. 60174



### Operational Tents:

1. Volunteers- 10x10, 2T, 4C, 4SW, 1SP
2. Massage Tent- 10x20
3. Registration/ T-Shirt 10x20, 6T, 10C, 4SW
4. Mission Tent- 10x20, 3R, 4T, 40C, 4SW, 1SP

### Team Tents:

5. You MS'd with my last nerve 10x10, 2T, 4C
6. Don't MS With US! 10x10, 2T, 4C
7. S'Myelin MS Support 10x10, 2T, 4C
8. Colleen's Corps 20x20, 4T, 8C
9. SGW: Knockout MS 20x20, 4T, 8C
10. Marci's Stampede! 20x20, 4T, 8C
11. Team Red Hots 20x20, 4T, 8C

### Sponsor Tent:

12. Novartis 10x10, 1T, 2C
13. Sanofi Genzyme 10x10, 1T, 2C
14. Biogen 10x10 Space, 1T, 2C
15. Genentech 10x10, 1T, 2C
16. Mobility Works 10x10, 1T, 2C
17. Mobility Works Vehicle Display

# X - Possible Police Support



## Walk MS: St. Charles Route Information

1 Mile and 3 Mile Routes are indicated on map in yellow and red. The 1 Mile Route is in yellow and the 3 Mile Route is in red.

The start and finish line is indicated by the blue box on map. All routes will start and finish there.

There will be a turnaround point at which you can choose to finish or continue and the 3 Mile Route Option. That Turnaround Point is circled in Red on the map. It will be located at Riverside Avenue and Illinois Avenue.

If you are doing the 3 Mile Route Option you will continue down the Fox Valley River Trail until you reach the turnaround point, then turn back the way from where you came.

1 and 3 Mile Route

Start/Finish

Rest Stop



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: \*5.c

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 24, 2020

Proposed Cost:

\$3,341.44 (PD)

\$493.02 (PW)

**\$3,834.46 (TOTAL)**

Budgeted Amount: \$

Not Budgeted:

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

Bike MS is proud to call St. Charles home for the third year in a row. Again this year, the festivities will take place at the Kane County Fairgrounds June 27-28, 2020. 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.

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

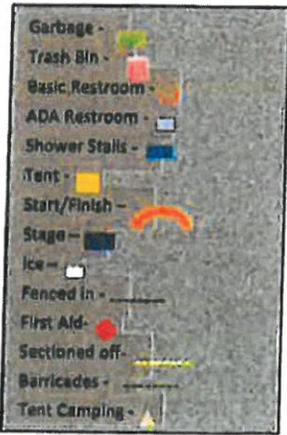
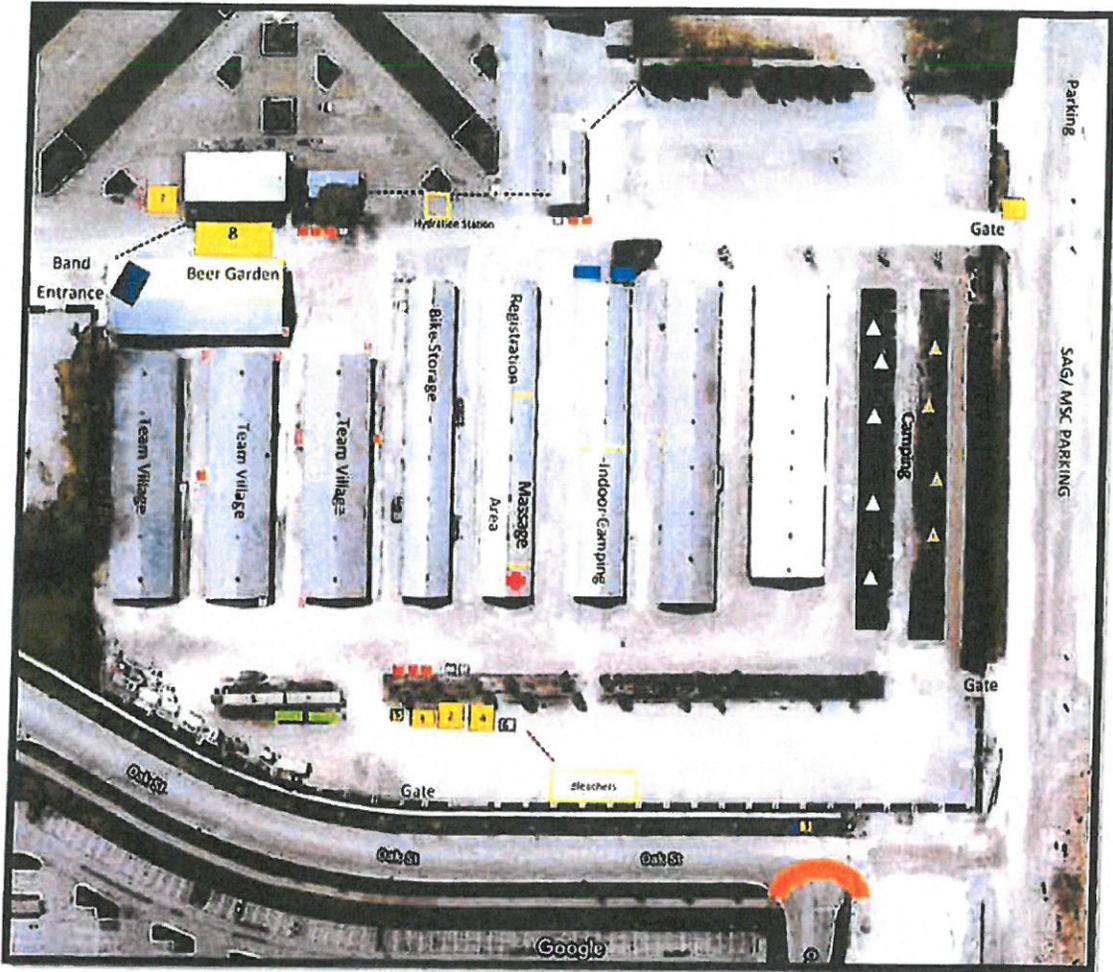
**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to approve street closures for Bike MS Event.

Highway 101, New De Reinos

Kane County, Fall Ground - June 23rd and 24th, 2013

Map Site Layout



- 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 Eddies (20X20)
  - 8 - Food Tent (20X40)

**Team Village:**  
 \*Stalls - 84  
 \*Size- 15X15

Notes:  
 \*Net Control in Brick Building  
 \* Starbucks located inside with Food and Beverage



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: \*5.d

Title:

Recommendation to Approve the Purchase of two (2) 2019 Ford Interceptor Sedans from Morrow Brothers Ford, Inc. (State Bid)

Presenter:

Deputy Chief Erik Mahan

Meeting: Government Services Committee

Date: February 24, 2020

Proposed Cost: \$58,290

Budgeted Amount: n/a

Not Budgeted:

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

Staff is seeking approval to purchase two (2) – 2019 Ford Police Interceptor sedans from Morrow Brothers Ford, Inc. at a cost of \$29,145.00 each.

These vehicles would be additions to our current fleet and are needed to maintain effectiveness along with our increased staffing numbers and assignments. These additional vehicles were approved by the City’s Fleet Committee.

In reviewing purchasing and funding options, we are proposing to purchase these two Interceptor sedans rather than the Interceptor Utilities in order to save over \$6,000 per vehicle. Furthermore, we are proposing to purchase these vehicles from escrow accounts with dedicated funds from enforcement/fine disbursements, which will not affect the normal operating budget.

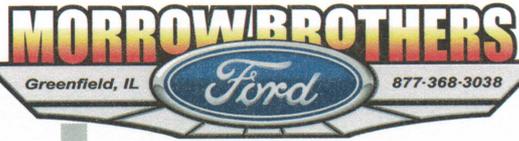
This pricing is per the State of Illinois CMS joint purchasing contract #4018503/4018504.

**Attachments** *(please list):*

\*Morrow Brothers Government Pricing Sheet. \*Two (2) Invoices from Morrow Brothers Ford, Inc.

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to approve the purchase of two (2) 2019 Ford Police Interceptor sedans from Morrow Brothers Ford, Inc.



January 15, 2020

Illinois Government Agency

We have figured the following AWD Interceptor Sedan for your consideration.

**1-New 2019 Ford Police Interceptor Sedan AWD To Include the Following:**

- Exterior Color UM Black, RW Cloth Front/Vinyl Rear Seating
- 13C Dark Mode Interior Lights, 13P Front Warning Pre-Drill
- 21D Driver's Side Spot Light, 549 Power Heated Mirrors
- 51G Grill Lamp/Speaker Wiring, 4 Keys, No Remote Entry
- 53M SYNC Bluetooth, 76R Reverse Sensing System
- All other standard equipment – Per attached page

2019 Interceptor Sedan AWD                      Illinois Government Price    \$27,890.00 \*

Options:

Remote Keyless w/4 Fobs	Add \$360.00	Rear Windows/Locks Inop.	Add \$70.00
Ignition Override System	Add \$270.00	Setina 4xLED Push Bumper	Add \$690.00
Whelen LED Spotlight	Add \$150.00	New MP License Title	Add \$225.00

Units are **\*in stock** at the time of this quote and are available first come first serve. Additional options can be added as required. Any and all trade in vehicles are welcome regardless of miles or condition. Let me know if you have any questions. Thank you.

Richie Morrow Wellenkamp  
Government Sales Manager  
Morrow Brothers Ford, Inc.



# MORROW BROTHERS FORD, INC.

FORD FOR IV GENERATIONS  
1242 MAIN ST. - GREENFIELD, IL 62044  
Phone: 217-368-3037 Fax: 217-368-3517

## MOTOR VEHICLE PURCHASE AGREEMENT/BILL OF SALE

DATE: 02/12/20

TAX FORM NO.

SOLD TO: City of St Charles  
ADDRESS: Two East Main St  
St Charles, IL 60174  
PHONE: (630) 443-3841

YEAR	MAKE	NEW/ USED	STOCK NO.	SERIAL NO.	KEY NO.
2019	FORD	NEW	P383	1FAHP2MK7KG112221	1596X

Salesman: Richie M. Wellenkamp

FIN CODE:

P.O. NO.:

### PLEASE PAY FROM THIS INVOICE - NET 10 DAYS

#### SETTLEMENT

CASH PRICE OF VEHICLE	\$	28,920.00
LESS TRADE-IN ALLOWANCE	\$	N/A
DIFFERENCE	\$	28,920.00
DOC FEE	\$	65.00
SALES TAX	\$	N/A
LICENSE & TITLE	\$	160.00
DELIVERY	\$	N/A
SERVICE CONTRACTS	\$	N/A
PAYOFF	\$	N/A
REBATE	\$	N/A
DEPOSIT	\$	N/A
CASH ON DELIVERY	\$	29,145.00
AMOUNT FINANCED AT	\$	N/A

#### TRADE-IN

YEAR	MAKE	MODEL	BODY TYPE	MILEAGE

VIN NO	COLOR

LIENHOLDER'S NAME & ADDRESS	ACCT NO.	PAYOFF DATE
N/A		

BUYER'S SIGNATURE \_\_\_\_\_

02/12/20

DATE \_\_\_\_\_



# MORROW BROTHERS FORD, INC.

FORD FOR IV GENERATIONS  
1242 MAIN ST. - GREENFIELD, IL 62044  
Phone: 217-368-3037 Fax: 217-368-3517

## MOTOR VEHICLE PURCHASE AGREEMENT/BILL OF SALE

DATE: 02/12/20

TAX FORM NO.

SOLD TO: City of St Charles  
ADDRESS: Two East Main St  
St Charles, IL 60174  
PHONE: (630) 443-3841

YEAR	MAKE	NEW/ USED	STOCK NO.	SERIAL NO.	KEY NO.
2019	FORD	NEW	P403	1FAHP2MK2KG112241	0916X

Salesman: Richie M. Wellenkamp

FIN CODE:

P.O. NO.:

### PLEASE PAY FROM THIS INVOICE - NET 10 DAYS

#### SETTLEMENT

CASH PRICE OF VEHICLE	\$	28,920.00
LESS TRADE-IN ALLOWANCE	\$	N/A
DIFFERENCE	\$	28,920.00
DOC FEE	\$	65.00
SALES TAX	\$	N/A
LICENSE & TITLE	\$	160.00
DELIVERY	\$	N/A
SERVICE CONTRACTS	\$	N/A
PAYOFF	\$	N/A
REBATE	\$	N/A
DEPOSIT	\$	N/A
CASH ON DELIVERY	\$	29,145.00
AMOUNT FINANCED AT	\$	N/A

#### TRADE-IN

YEAR	MAKE	MODEL	BODY TYPE	MILEAGE

VIN NO	COLOR

LIENHOLDER'S NAME & ADDRESS	ACCT NO.	PAYOFF DATE
N/A		

BUYER'S SIGNATURE \_\_\_\_\_

DATE 02/12/20



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6.a

Title:

Recommendation to Update Title 13 “Public Utilities”, Chapter 13.08 “Electricity”, Section 13.08.320 “Renewable generation energy purchase policy”

Presenter:

Paul Hopkins

Meeting: Government Services Committee

Date: February 24, 2020

Proposed Cost: \$0

Budgeted Amount: \$

Not Budgeted:

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

The City’s ordinance related to renewable energy generation requires updating. The updates include removing a cap on renewable installations, limiting the design of installations to 100% of the energy needs of the customer, and prohibiting leases or Power Purchase Agreements.

The original ordinance limited installations to 2% of the City’s total load. This was an arbitrary number that is not prudent.

It is important to limit the size of individual installations to not exceed the expected annual production, to keep multiple oversized concentrated installations from overloading the existing electric grid.

It is also important that leases or Power Purchase Agreements (PPA’s) be specifically disallowed as such violates the state statute giving the City the unique right to serve the customers within our City limits. By federal law, customers are allowed to self-generate, but in a municipal utility, such generation must be customer owned and not a third party power sales to our customers.

**Attachments** *(please list):*

\* Ordinance with proposed changes \*Ordinance

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to approve updates to Title 13 “Public Utilities”, Chapter 13.08 “Electricity”, Section 13.08.320 “Renewable generation energy purchase policy” of the City Ordinance.

## Public Works Department Recommended Ordinance Revisions to Title 13 “Public Utilities”, Chapter 13.08 “Electricity”, Section 13.08.320 “Renewable generation energy purchase policy”:

St. Charles Municipal Electric Utility (SCMEU) shall make available, upon request, renewable generation energy purchase (RGEP) service to any customer taking service from SCMEU and who meets the requirements set forth in this policy. For purposes of this Section “RGEP” service means service to an electric customer under which electric energy generated by that electric customer from an eligible on-site renewable energy generating facility, owned by that customer and, under some circumstances delivered to the local distribution facilities, may be used to offset electric energy provided by the SCMEU to the electric customer as provided for in this policy. Leases or Power Purchase Agreements (PPA’s) for generation that are not owned by the customer are specifically prohibited as such violate the State Statute that gives the City the unique right to serve the customers within our service territory. Such service shall be subject to the following provisions:

- A. For purposes of this policy an eligible on-site generating facility shall be defined as a renewable generating facility such as a photovoltaic facility or small wind turbines. Other forms of renewable generation, such as sources fueled by landfill methane, fuel cells, or micro turbines fueled by renewable fuels shall be considered on a case-by-case basis. In all cases facilities interconnected must be deemed to be renewable by SCMEU to qualify for this policy.
- B. The electric generating facility must also abide by SCMEU Interconnection Standards (13.08.315).
- C. Subject to the limitations set forth herein, SCMEU shall make RGEP service available upon request to any SCMEU electric customer with a qualifying generating facility of 10kW capacity or less.
- D. Any generating facility greater than 10kW but less than 1MW shall be considered on a case-by-case basis. The decision with respect to such facilities shall be made by SCMEU based upon its contractual obligations, system safety issues and other relevant information.
- E. Customer-owned generation shall be designed for annual production to be no more than 100% of the annual energy needs of the premise. Total RGEP capacity intereconnected under this policy for the SCMEU system shall not exceed 2% of the system’s peak, as it existed in the prior calendar year. In the event that the system peak is reduced such that the existing net capacity exceeds the 2% level, those existing RGEP customers shall be allowed to continue under this policy. However, no new interconnections will be allowed until such time as the system peak grows such that RGEP capacity is again no greater than 2% of the system’s peak.
- F. Energy generated by the customer-owned generator will offset the energy required by the customer’s load during the billing period. For any energy generated by the customer in excess of the energy required by the customer’s loads for a given billing period a credit (as set forth in paragraph G. below) shall be carried forward to the customer’s next billing period. In no case shall credits for excess energy be carried forward for a period greater than three billing periods. In the event of termination of an account qualifying for RGEP under this policy, any outstanding credits are surrendered. Under no circumstances will there be payments, or credit transfers for excess energy. Credits shall be for energy only; there is no credit for capacity (demand).
- G. Excess energy will be credited based on the wholesale cost SCMEU pays. For customers served under residential Rate 1, small general service Rate 3, and Governmental Outdoor Sports Lighting Rate 6, the credit will be determined by the average wholesale cost per kilowatt-hour paid by SCMEU to our energy supplier in the previous fiscal year. The credit for customers served under general service Rate 5 and Industrial Rate 7 will be the kilowatt-hour charge specified in the respective rates set forth in this Chapter for the month in which the credit is earned.
- H. Any costs SCMEU incurs associated with the RGEP program, including but not limited to changes in metering, other physical facilities or billing-related costs, shall be borne by the participants in the RGEP program.



**City of St. Charles, Illinois**  
**Ordinance No. 2020-M- \_\_\_\_\_**

**An Ordinance Amending Title 13 “Public Utilities”, Chapter  
13.08 “Electricity”, Section 13.08.320 “Renewable generation energy purchase  
policy”**

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

SECTION ONE: That Title 13 “Public Utilities”, Chapter 13.08 “Electricity”, Section 13.08.320 “Renewable generation energy purchase policy” of the St. Charles Municipal Code, be and is hereby amended by removing and adding in its entirety:

Chapter 13.08.320 – Renewable generation energy purchase policy

St. Charles Municipal Electric Utility (SCMEU) shall make available, upon request, renewable generation energy purchase (RGEP) service to any customer taking service from SCMEU and who meets the requirements set forth in this policy. For purposes of this Section “RGEP” service means service to an electric customer under which electric energy generated by that electric customer from an eligible on-site renewable energy generating facility, owned by that customer and, under some circumstances delivered to the local distribution facilities, may be used to offset electric energy provided by the SCMEU to the electric customer as provided for in this policy. Leases or Power Purchase Agreements (PPA’s) for generation that are not owned by the customer are specifically prohibited as such violate the State Statute that gives the City the unique right to serve the customers within our service territory. Such service shall be subject to the following provisions:

- A. For purposes of this policy an eligible on-site generating facility shall be defined as a renewable generating facility such as a photovoltaic facility or small wind turbines. Other forms of renewable generation, such as sources fueled by landfill methane, fuel cells, or micro turbines fueled by renewable fuels shall be considered on a case-by-case basis. In all cases facilities interconnected must be deemed to be renewable by SCMEU to qualify for this policy.
- B. The electric generating facility must also abide by SCMEU Interconnection Standards (13.08.315).
- C. Subject to the limitations set forth herein, SCMEU shall make RGEP service available upon request to any SCMEU electric customer with a qualifying generating facility of 10kW capacity or less.
- D. Any generating facility greater than 10kW but less than 1MW shall be considered on a case-by-case basis. The decision with respect to such facilities shall be made by SCMEU based upon its contractual obligations, system safety issues and other relevant information.

- E. Customer-owned generation shall be designed for annual production to be no more than 100% of the annual energy needs of the premise.
- F. Energy generated by the customer-owned generator will offset the energy required by the customer's load during the billing period. For any energy generated by the customer in excess of the energy required by the customer's loads for a given billing period a credit (as set forth in paragraph G. below) shall be carried forward to the customer's next billing period. In no case shall credits for excess energy be carried forward for a period greater than three billing periods. In the event of termination of an account qualifying for RGEP under this policy, any outstanding credits are surrendered. Under no circumstances will there be payments, or credit transfers for excess energy. Credits shall be for energy only; there is no credit for capacity (demand).
- G. Excess energy will be credited based on the wholesale cost SCMEU pays. For customers served under residential Rate 1, small general service Rate 3, and Governmental Outdoor Sports Lighting Rate 6, the credit will be determined by the average wholesale cost per kilowatt-hour paid by SCMEU to our energy supplier in the previous fiscal year. The credit for customers served under general service Rate 5 and Industrial Rate 7 will be the kilowatt-hour charge specified in the respective rates set forth in this Chapter for the month in which the credit is earned.
- H. Any costs SCMEU incurs associated with the RGEP program, including but not limited to changes in metering, other physical facilities or billing-related costs, shall be borne by the participants in the RGEP program.

**SECTION TWO:** That, after the adoption and approval hereof, this Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the City Council of the City of St. Charles, 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.

**SECTION THREE:** This Ordinance shall be in full force and effect ten (10) days from and after its passage by a vote of the majority of the corporate authorities now holding office, approval and publication in the manner provided by law.

PRESENTED to the City Council of the City of St. Charles, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2020.

PASSED by the City Council of the City of St. Charles, Illinois this \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Raymond P. Rogina, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

COUNCIL VOTE:

Ayes : \_\_\_\_\_

Nays : \_\_\_\_\_

Absent : \_\_\_\_\_



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6.b

Title:

Recommendation to Update Title 13 “Public Utilities”, Chapter 13.08 “Electricity”, Section 13.08.135 “Application Procedures and Charges”

Presenter:

Paul Hopkins

Meeting: Government Services Committee

Date: February 24, 2020

Proposed Cost: \$0

Budgeted Amount: \$

Not Budgeted:

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

The City’s ordinance related to the hourly rates we charge customers for our work should be modified to relate to our current cost per productive hour rather than fixed hourly rates.

**Attachments** *(please list):*

\* Ordinance with proposed changes \*Ordinance

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to approve updates to Title 13 “Public Utilities”, Chapter 13.08 “Electricity”, Section 13.08.135 “Application Procedures and Charges” of the City Ordinance.

**Public Works Department Recommended Ordinance Revisions to Title 13  
 “Public Utilities”, Chapter 13.08 “Electricity”, Section 13.08.135 “Application  
 procedures and charges”:**

- A. An application requesting electric service shall be required of all Customers. An application shall provide all information required by SCMEU to process the request, including but not limited to the following:
  - 1. Residential - Name, service address, billing address, home phone, driver's license number, and, if not an individual, the taxpayer's identification number;
  - 2. General - Name of business, type of business organization, service address, billing address, phone number, owner and/or president, manager, taxpayer's identification number.
- B. A Customer requesting installation of a Customer Connection to any Customer Electrical Distribution System, which was installed at the expense of SCMEU, is to pay both a Service Origination Connection Charge of One Thousand Six Hundred Thirty and no/100 (\$1,630.00) Dollars and a Service Enrollment Connection Charge prior to installation of the requested residential Customer Connection.  
 (Ord. 1995-M-30 § 1; Ord. 1994-M-80 § 1.)
- C. A Customer requesting installation of a Customer Electric Distribution System (CEDS) to serve either a Residential Service Customer Premises or a General Service Customer Premises is required to:
  - 1. Make written application as provided by SCMEU;
  - 2. Along with the completed application submit an Engineering Charge as set by SCMEU as payment for the estimated cost of preparing working drawings, specifications, and cost estimates to establish a Service Origination Charge(s); and for preparation of a proposed contract for completion of the requested construction at a specified time;
  - 3. Accept the contract proposal and arrange for payment of the charges specified therein prior to installation of the requested Customer Electric Distribution System(s).
- D. A Customer requesting installation of a Customer Connection to any Customer Electrical Distribution System, which was installed at the expense of a person other than SCMEU, is to pay a Service Enrollment Connection Charge prior to installation of the requested Customer Connection.
- E. A Customer requesting any upgrade of a Customer Connection or of a Customer Electrical Distribution System, is to pay a Service Upgrade Charge prior to installation of the requested upgraded service.
- ~~F. The hourly rates to be charged customers for services rendered by function are as follows shall be per the current cost per productive hour as established by the City of St. Charles Finance Department. ÷~~

<del>—</del> Engineering	<del>—</del> \$180.00 per hour
<del>—</del> Lineman	<del>—</del> \$95.25 per hour
<del>—</del> Metering Technician	<del>—</del> \$94.50 per hour

**Formatted:** Space Before: Auto, After: Auto, Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

**Formatted Table**

**Formatted:** Space Before: Auto, After: Auto, Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

**Formatted:** Space Before: Auto, After: Auto, Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

—Drafting Personnel

—\$55.25 per hour

**Formatted:** Space Before: Auto, After: Auto, Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

**City of St. Charles, Illinois**  
**Ordinance No. 2020-M- \_\_\_\_\_**

**An Ordinance Amending Title 13 “Public Utilities”, Chapter  
13.08 “Electricity”, Section 13.08.135 “Application procedures and charges”**

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

**SECTION ONE:** That Title 13 “Public Utilities”, Chapter 13.08 “Electricity”, Section 13.08.135 “Application procedures and charges” of the St. Charles Municipal Code, be and is hereby amended by removing and adding in its entirety:

- A. An application requesting electric service shall be required of all Customers. An application shall provide all information required by SCMEU to process the request, including but not limited to the following:
  - 1. Residential - Name, service address, billing address, home phone, driver's license number, and, if not an individual, the taxpayer's identification number;
  - 2. General - Name of business, type of business organization, service address, billing address, phone number, owner and/or president, manager, taxpayer's identification number.
- B. A Customer requesting installation of a Customer Connection to any Customer Electrical Distribution System, which was installed at the expense of SCMEU, is to pay both a Service Origination Connection Charge of One Thousand Six Hundred Thirty and no/100 (\$1,630.00) Dollars and a Service Enrollment Connection Charge prior to installation of the requested residential Customer Connection.  
(Ord. 1995-M-30 § 1; Ord. 1994-M-80 § 1.)
- C. A Customer requesting installation of a Customer Electric Distribution System (CEDS) to serve either a Residential Service Customer Premises or a General Service Customer Premises is required to:
  - 1. Make written application as provided by SCMEU;
  - 2. Along with the completed application submit an Engineering Charge as set by SCMEU as payment for the estimated cost of preparing working drawings, specifications, and cost estimates to establish a Service Origination Charge(s); and for preparation of a proposed contract for completion of the requested construction at a specified time;
  - 3. Accept the contract proposal and arrange for payment of the charges specified therein prior to installation of the requested Customer Electric Distribution System(s).

- D. A Customer requesting installation of a Customer Connection to any Customer Electrical Distribution System, which was installed at the expense of a person other than SCMEU, is to pay a Service Enrollment Connection Charge prior to installation of the requested Customer Connection.
- E. A Customer requesting any upgrade of a Customer Connection or of a Customer Electrical Distribution System, is to pay a Service Upgrade Charge prior to installation of the requested upgraded service.

The hourly rates to be charged customers for services rendered by function shall be per the current cost per productive hour as established by the City of St. Charles Finance Department.

**SECTION TWO:** That, after the adoption and approval hereof, this Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the City Council of the City of St. Charles, 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.

**SECTION THREE:** This Ordinance shall be in full force and effect ten (10) days from and after its passage by a vote of the majority of the corporate authorities now holding office, approval and publication in the manner provided by law.

PRESENTED to the City Council of the City of St. Charles, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2020.

PASSED by the City Council of the City of St. Charles, Illinois this \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Raymond P. Rogina, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

COUNCIL VOTE:

Ayes : \_\_\_\_\_

Nays : \_\_\_\_\_

Absent : \_\_\_\_\_



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6.c

Title:

Recommendation to Approve Construction Contract for the 2020 Street Rehabilitation Program

Presenter:

Ken Jay

Meeting: Government Services Committee

Date: February 24, 2020

Proposed Cost: \$2,187,470

Budgeted Amount: \$2,210,000

Not Budgeted:

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

The streets included in the 2020 Street Rehabilitation Program were presented at the November Government Services Meeting. The scope of work will include roadway resurfacing, sidewalk repairs, curb/gutter repairs, utility repairs and restoration.

**Bid Results:**

On February 6, 2020, sealed bids for the 2020 Street Rehabilitation Program were publicly opened and read aloud. The City received a total of five (5) bids for this project, with the results shown below.

<b>J.A. Johnson Paving</b>	<b>\$2,212,669.92</b>
Geneva Construction Company	\$2,218,977.84
Plote Construction	\$2,349,517.44
Schroeder Asphalt Services, Inc.	\$2,349,625.98
Builders Paving	\$2,372,800.00

Staff has modified the contract award, removing the Valve Bolt Replacement pay item. This pay item will be completed by City staff or under a separate contract, and is the reason the proposed cost is less than the original bid.

J.A. Johnson Paving Company of Arlington Heights, IL recently completed the 2019 MFT Rehabilitation Program, as well as the 2019 Patricia Lane Base Reclamation Project and is capable and qualified to complete the project. Construction is anticipated to begin in early May, with substantial completion in early August.

Notifications will be provided to residents, with a complementary press release to the community.

**Attachments** (please list):

- \* 2020 Street Rehabilitation Program Location Map

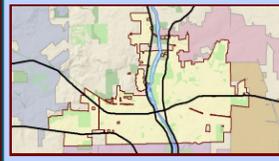
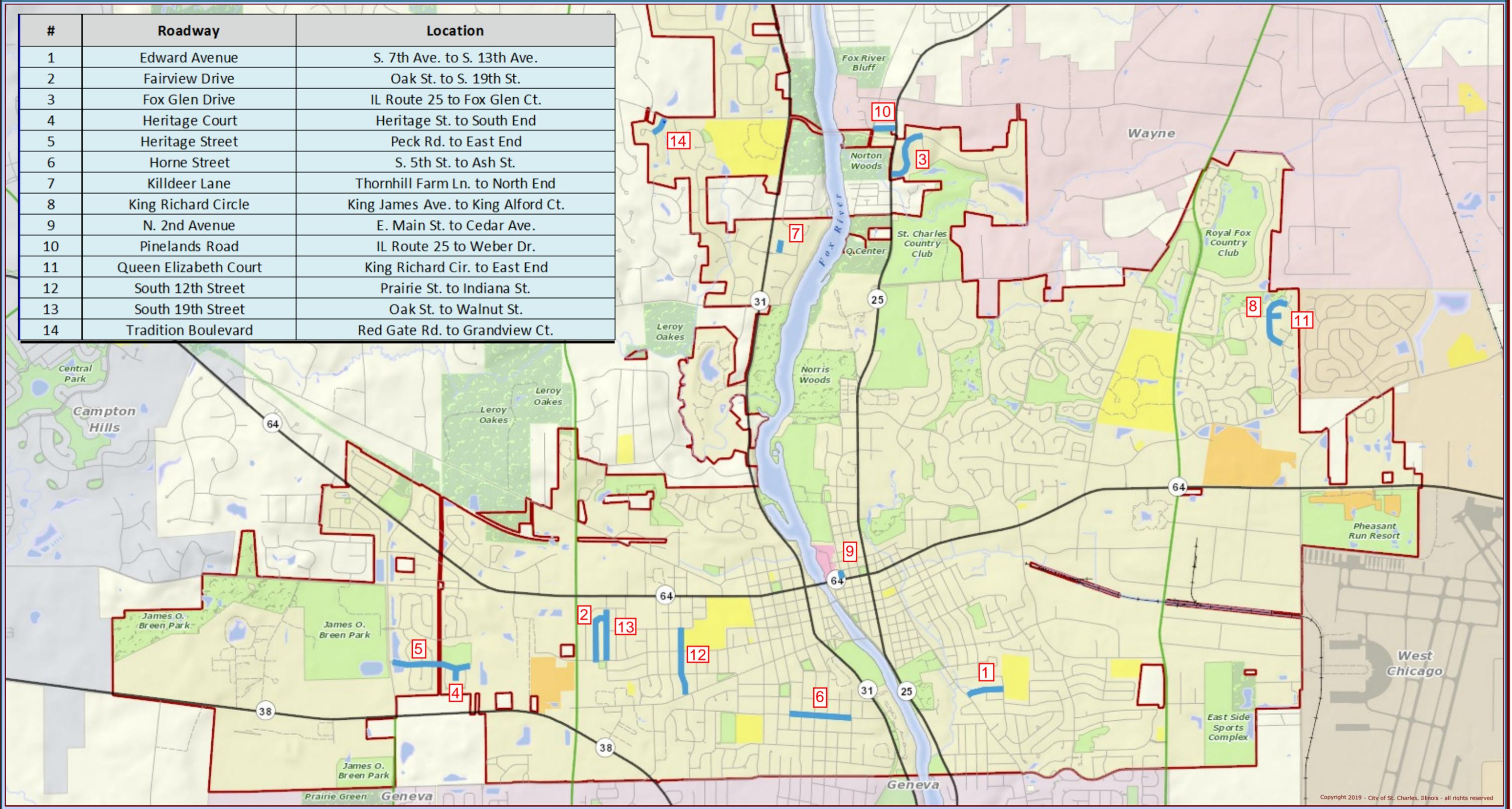
**Recommendation/Suggested Action** (briefly explain):

Recommendation to approve Construction Contract with J.A. Johnson Paving Company for the 2020 Street Rehabilitation Program in the amount of \$2,187,470.



# 2020 MFT Rehabilitation Program

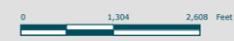
#	Roadway	Location
1	Edward Avenue	S. 7th Ave. to S. 13th Ave.
2	Fairview Drive	Oak St. to S. 19th St.
3	Fox Glen Drive	IL Route 25 to Fox Glen Ct.
4	Heritage Court	Heritage St. to South End
5	Heritage Street	Peck Rd. to East End
6	Horne Street	S. 5th St. to Ash St.
7	Killdeer Lane	Thornhill Farm Ln. to North End
8	King Richard Circle	King James Ave. to King Alford Ct.
9	N. 2nd Avenue	E. Main St. to Cedar Ave.
10	Pinelands Road	IL Route 25 to Weber Dr.
11	Queen Elizabeth Court	King Richard Cir. to East End
12	South 12th Street	Prairie St. to Indiana St.
13	South 19th Street	Oak St. to Walnut St.
14	Tradition Boulevard	Red Gate Rd. to Grandview Ct.



Data Source:  
City of St. Charles, Illinois  
Kane County, Illinois  
DuPage County, Illinois

Coordinate System: Illinois State Plane East  
Projection: Transverse Mercator  
North American Datum 1983

Printed On: November 8, 2019 11:21



Copyright 2019 - City of St. Charles, Illinois - all rights reserved

This work was created for planning purposes only and is provided as is, without warranty of any kind, either expressed or implied. The information represented may contain proprietary and confidential property of the City of St. Charles, Illinois. Under United States Copyright protection laws you may not use, reproduce, or distribute any part of this document without prior written permission. To obtain written permission please contact the City of St. Charles at Two East Main Street, St. Charles, IL 60174



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6.d

Title:

Recommendation to add Title 13 “Public Utilities”, Chapter 12.207 “Stormwater/Groundwater Discharge Standards.”

Presenter:

Ken Jay

Meeting: Government Services Committee

Date: February 24, 2020

Proposed Cost: N/A

Budgeted Amount: N/A

Not Budgeted:

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

The current City Ordinance prohibits the discharge of sump pumps onto public Right-Of-Ways, as well as to the sanitary sewer system, but does not prohibit discharges onto adjacent properties. The proposed chapter titled “Stormwater/Groundwater Discharge Standards” will provide the City with a legal means to remedy drainage complaints and neighbor disputes pertaining to sump pump and downspout discharge locations.

**Attachments** *(please list):*

\* Proposed Section 13.12.207 “Stormwater/Groundwater Discharge Standards”

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to add Title 13 “Public Utilities”, Chapter 12.207 “Stormwater/Groundwater Discharge Standards” to the City Ordinance.

**Recommended Ordinance Addition to Title 13 “Public Utilities”, Chapter 12 “Sewers”, Section 13.12.207 “Stormwater/Groundwater Discharge Standards”:**

**13.12.207 – Stormwater/Groundwater Discharge Standards**

- A. Where a sump pump is used for the collection of drainage from foundation footing drains, or any other sub-surface drainage,
  - a. Such drainage shall not be discharged into the septic tank or public sanitary sewer.
  - b. Where underground public storm sewer facilities exist, or are proposed to the subject development, the discharge shall be routed and connected to the storm sewer system in accordance with the requirements set forth in the City of St. Charles Engineering Design Inspection and Policy Manual.
  - c. In the event storm sewer facilities do not exist, sump pumps may be discharged overland on an owner’s property, or to a storm water conveyance swale specifically designed and operated as a part of the overall storm water conveyance system, with appropriate drainage and maintenance easements in place for which the City or other operator as identified in easement language (Home Owners Association, Commercial Property Manager, etc.) shall have access and operational maintenance responsibilities.
  - d. Discharge shall be located a minimum of ten (10) feet from the public street, ally, Right of Way, or property line of a contiguous landowner and shall not be located in an established front yard setback.
  - e. Any modifications to the standards set forth shall be at the discretion of the Director of Public Works, or their designee.
  
- B. All down spouts, outside stairwells, roof drains and similar apparatus, shall discharge onto the ground, or as approved under Title 18, and day light a minimum of ten (10) feet from any public Right of Way and five (5) feet from any property line of a contiguous landowner, or half the distance of the established side yard setback. Discharge shall not be located in an established front yard setback.

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: \*6.e

Title:

Recommendation to Approve Budget Addition for Pump Repairs to the Eastside lift Station

Presenter:

Tim Wilson

Meeting: Government Services Committee

Date: February 24, 2020

Proposed Cost: \$31,585.88

Budgeted Amount: \$3,500

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

The East Side Lift Station is a vital part of the main wastewater treatment plant operation. The Eastside Lift Station services about 50% of the main wastewater treatment plant flow. The Eastside Lift Station has four pumps that operate during normal and wet weather events. Recently the largest of the four pump systems had an unexpected failure. The replacement cost of this 100 HP pump is approximately \$125,000. After evaluating the pump, it was determined a repair could be made for \$31,585.88. At this time, staff recommends repairing the pump instead of replacing.

As a result of the required wastewater pump repairs during the 2019/2020 budget year, the current pump replacement fund balance is \$3,500. In order to complete the emergency repairs to the Eastside lift station pump, staff is recommending a budget addition of \$28,200.

**Attachments** *(please list):*

\* Budget Addition Form

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to approve a Budget Addition for the Eastside Lift Station pump repairs in the amount of \$28,200.

# BUDGET REVISION REQUEST FORM

Department: Environmental Services

Date Requested: February 24, 2020

## Purpose of Request/Comments (Free form type)

The East Side Lift Station is a vital part of the main wastewater treatment plant operation. The Eastside Lift Station services about 50% of the main wastewater treatment plant flow. The Eastside Lift Station has four pumps that operate during normal and wet weather events. Recently the largest of the four pump systems had an unexpected failure. The replacement cost of this 100 HP pump is approximately \$125,000. After evaluating the pump, it was determined a repair could be made for \$31,585.88. At this time, staff recommends repairing the pump instead of replacing.

As a result of the required wastewater pump repairs during the 2019/2020 budget year, the current pump replacement fund balance is \$3,500. In order to complete the emergency repairs to the Eastside lift station pump, staff is recommending a budget addition of \$28,200.

## Equal Dollar Transfer

Amount \_\_\_\_\_

From  
Account #: \_\_\_\_\_

To  
Account #: \_\_\_\_\_

Activity #: \_\_\_\_\_

Activity #: \_\_\_\_\_

## Addition (or Decrease) to Department Budget

Account # \_\_\_\_\_ Amount \$28,200

Activity #: \_\_\_\_\_

Originator: \_\_\_\_\_

\_\_\_\_\_ Date

Department Head: \_\_\_\_\_

\_\_\_\_\_ Date

Dir. Of Finance/Administration: \_\_\_\_\_

\_\_\_\_\_ Date

### For Finance Use Only

Revision entered and updated

By: \_\_\_\_\_

Date: \_\_\_\_\_



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: \*6.f

Title:

Recommendation to Waive the Formal Bid Procedure and Approve Repairs to the Eastside Lift Station Pump

Presenter:

Tim Wilson

Meeting: Government Services Committee

Date: February 24, 2020

Proposed Cost: \$31,585.88

Budgeted Amount: \$3,500

Not Budgeted:

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

The East Side Lift Station is a vital part of the main wastewater treatment plant operation. The Eastside Lift Station services about 50% of the main wastewater treatment plant flow. The Eastside Lift Station has four pumps that operate during normal and wet weather events. Recently the largest of the four pump systems had an unexpected failure. The replacement cost of this 100 HP pump is about \$125,000. After evaluating the pump, it was determined a repaired could be made for \$31,585.88. At this time, staff recommends repairing the pump instead of replacing.

This pump is needed for high flow events that occur with snow melt or wet weather. With spring weather coming soon the Environmental Services Division would like to repair the pump as soon as possible. Considering this is emergency repair, staff is requesting City Council to formally Waive the Bid Procedure and accept the quotes provided by the current manufacturer.

The City did receive three quotes for the repairs of the pump; Flow-Technics Inc. was the lowest cost vender.

- Flow-Technics - \$31,585.88
- Xylem - \$33,015.64
- F.H. Ayer - \$36,000.00

**Attachments** *(please list):*

\* Bid Waiver Form \* Flow-Technics Inc Quote \* Xylem Water Solutions Quote \* F.H. Ayer Mfg. Quote

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to Waive the Formal Bid Procedure and approve repairs of the Eastside Lift Station pump to Flow-Technics Inc. in the amount of \$31,585.88.



ST. CHARLES  
SINCE 1834

## BID WAIVER

One Time  Today through \_\_\_\_\_

Description: Eastside Lift Station Pump Repairs

Requested Vendor: Flow-Technics Inc.

Requested by: Tim Wilson *[Signature]*

Date: 02.21.2020

Approvals: *[Signature]*

Department Head

Procurement

Bid Waivers are required when there are unique circumstances related to a proposed procurement that has not been competitively solicited.

1. This procurement is valued at \$ \$31,585.88 for this one time order, and/or  
\$ \_\_\_\_\_ for a 12 month period.

2. This good/service has been competitively solicited within the past 24 months.  Yes  No  
If yes: Was the solicitation published on the city website?  Yes  No

### 3. Justification for Bid Waiver

**Emergency** i.e. declared by the Mayor and applicable to EOC/FEMA procedures.

**Urgent** i.e. required to resolve an unanticipated problem that, if not resolved within 48 hours, may cause undue risk to individuals and/or extensive damage to property.

**Need for these goods/services were not anticipated and procurement through normal channels would take too long.**

A responsible **contractor was on site** performing a related repair, and, based on professional judgement; it was prudent to request this service/repair from said contractor.

These goods are replacement parts for a **warrantied item, and the warranty is still in place**, and purchase of a non-brand item will jeopardize warranty.

These goods/services are **inherently related to, and an ongoing part of**, other goods/services previously provided by the Provider.

These goods utilize a **proprietary, patent, trademark, or customized programing** resulting in lack of competition.

These goods are **standardized** for operational safety and efficiency.

These goods are only available through the provider's **local distribution** channels.

Other:

# Quote



181 Ontario Street  
 Frankfort, Illinois 60423  
 Phone (815) 277-2600  
 Fax (815) 534-5311

Page 1/1  
 Quote QTE00002177  
 Date 2/4/2020

**Bill To:** ST CHARLES PW & WWTP  
 2 EAST MAIN  
 ST CHARLES IL 60174

**Ship To:** ST CHARLES PW & WWTP  
 200 DEVEREAUX WAY  
 ST CHARLES IL 60174

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
	STC01	RICK SHEEHY	BEST WAY	NET 30	0/0/0000	8,222
Quantity	Item Number	Description	UOM	Unit Price	Ext. Price	
1	88450265	ADAPTER MATING RG MSX FRAME-37	EA	\$3,551.32	\$3,551.32	
1	88382334	ISOLATOR BRG	EA	\$2,224.88	\$2,224.88	
1	88387206	KIT MSX O-RING FRAME-37 STD/MATL	EA	\$2,347.16	\$2,347.16	
1	A3R85005-01	MECHANICAL SEAL QB 3.750	EA	\$3,795.36	\$3,795.36	
1	89162390	SEAL MECH/SEAT KIT MSH	EA	\$7,736.13	\$7,736.13	
1	88382334	ISOLATOR BRG	EA	\$2,224.88	\$2,224.88	
2	89162119	BEARING TPRD TIMKEN	EA	\$1,752.73	\$3,505.46	
1	89162143	BEARING BALL	EA	\$144.36	\$144.36	
1	OUTSOURCE - LABOR	OUTSOURCE - LABOR	EA	\$3,493.33	\$3,493.33	
		INSTALLATION & BALANCING OF WEAR RING FOR IMPELLER				
10.00	SHOP LABOR	SHOP LABOR	HR	\$98.00	\$980.00	
		DISASSEMBLE & EVALUATE PUMP				
1	SHOP SUPPLIES	SHOP SUPPLIES	EA	\$15.00	\$15.00	
16.00	SHOP LABOR	SHOP LABOR	HR	\$98.00	\$1,568.00	
		ASSEMBLE & REPAIR PUMP				

<b>Subtotal</b>	\$31,585.88
<b>Misc</b>	\$0.00
<b>Tax</b>	\$0.00
<b>Freight</b>	\$0.00
<b>Total</b>	\$31,585.88

QUOTE VALID FOR THIRTY (30) DAYS  
 FREIGHT IS PREPAY & ADD  
 \*FLOWSERVE PUMP SN#10M00P65  
 \*\*MAIN PUMP STATION EAST



**Xylem Water Solutions USA, Inc.  
Flygt Products**

February 18, 2020

9661 194th Street  
Mokena, IL 60448  
Tel (708) 342-0484  
Fax (708) 342-0491

CITY OF ST CHARLES  
200 DEVEREAUX ST  
SAINT CHARLES IL 60174

Quote # 2020-CHI-0188

Re: St. Charles - FlowServe SN10M00P65 - Repair Est

Attn: Chris Rebone  
Hello Chris,

Xylem Water Solutions USA, Inc. is pleased to provide a quote for the following services for Main Plant Pump Station East - Flowserve Model: 100-6-460EX ( 100 HP); SN 10M00P65

This is a repair estimate based off parts and services identified by others as required for repair. Further inspection may identify other needed items for repair.

Quote does not include return and installation/ startup of pump.

**Replacement Parts**

Qty	Description
1	QW 37505 Mechanical Seal (89A)
2	Bearing Roller (#16)
1	Bearing Ball (#18)
1	Mechanical Seal, Primary / Seal Kit
1	Kit, MSX O'Ring Frame
	Includes:
	119B Outboard Bearing Seal
	119C Brg Hsg - Stator Hst
	119K Oil Return Seal
	119K Oil Supply Seal
	119J Cooling Jkt - Stator Hsg - Lwr
	119H Cooling Jkt - Stator Hsg - Upr
	119G Junction Box Stator Hsg
	119D Brg Hsg - Adapter Plate
	73B Cover Plate-Adapter Plate (Gskt)
	73A Terminal Board (Gasket)
	119F Jnct Box Cvr - Jnct Box
	119S Sealing Washer (Fill/Vent)
	119S Sealing Washer (Fill/Vent)
	231 Oil Tube Bushing - Return (Viton)
	233 Oil Tube Bushing - Fill (Viton)
	119P Heat Exchange OD
	119R Heat Exchange ID
	119U Mechanical seal adapter
	119U Mechanical seal adapter
	119E Casing O-ring
1	Adapter Mating RG MSX Frame-37
2	ISOLATOR BRG



## Labor

Qty	Description
30	LABOR,SVC FLYGT,NO TAX Z2-TP MODELS: 3000,7000,8000

## Shop Materials

Qty	Description
1	ENV FEE >50HP NO TAX TP ENVIRONMENTAL FEE
1	SHOP SUPPLIES-LARGE PUMPS TP MISC SHOP SUPPLIES FOR REPAIR

**Total Project Price \$ 33,015.64**

## Terms & Conditions

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

**Purchase Orders:** Please make purchase orders out to: Xylem Water Solutions USA, Inc.

**Freight Terms:** 3 DAP - Delivered At Place 08 - Jobsite (per IncoTerms 2010)

See Freight Payment (Delivery Terms) below.

**Taxes:** State, local and other applicable taxes are not included in this quotation.

**Back Charges:** Buyer shall not make purchases nor shall Buyer incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.

**Shortages:** Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

**Validity:** This Quote is valid for sixty (60) days.

**Terms of Payment:** 100% N60 after invoice date.

Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by FLYGT.

**Terms of Delivery:** PP/Add Order Position

Thank you for the opportunity to provide this quotation. Please contact us if there are any questions.

Sincerely,



Jeff Garretson  
Sales Representative  
Phone: (708) 781-0172  
Cell: (312) 343-6511  
[jeff.garretson@xyleminc.com](mailto:jeff.garretson@xyleminc.com)





**Xylem Water Solutions USA, Inc.  
Flygt Products**

**Customer Acceptance**

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xylem.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

A signed copy of this Quote is acceptable as a binding contract.

**Purchase Orders:** Please make purchase orders out to: Xylem Water Solutions USA, Inc.

Quote #: 2020-CHI-0188  
Customer Name: CITY OF ST CHARLES  
Job Name:  
Total Amount: \$ 33,015.64  
(excluding freight)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(PLEASE PRINT)

Company/Utility: \_\_\_\_\_

PO: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Fax: \_\_\_\_\_





**F.H. AYER MFG. CO INC.**  
P.O. Box 247  
2015 Halsted St.  
Chicago Heights, IL 60411  
Phone: (708) 755-0550 Fax (708) 755-7435  
Website: www.fhayer.com

**Quotation**

Quote St. Charles PW & WWTP  
To: 200 Devereaux way  
CHICAGO HEIGHTS, IL 60174

Quote Number:	9322	Contact:	Chris Rebone
Quote Date:	02/21/20	Expires:	03/22/20
Customer:	ST CHAR	Inquiry:	
Salesman:	HOUSE SALES ACCOUNT	Terms:	Net 30 Days
Ship Via:	AYER TRUCK	Phone:	(630) 443-3925
FOB:	CUSTOMER SITE	FAX:	

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
1	PRSTCHA-MAINPMP Repair of the main pump station East SUBM 100hp Flowserve SN# 10M00P65		1	\$36,000.000 /EA
			<b>Total:</b>	<b>\$36,000.00</b>

---

By MARK C DEBOLT  
F.H. AYER MFG CO INC



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: \*6.g

Title:

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

Presenter:

Ken Jay

Meeting: Government Services Committee

Date: February 24, 2020

Proposed Cost: n/a

Budgeted Amount: \$886,876.

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, the 7<sup>th</sup> Avenue Creek Watershed Plan, the 7<sup>th</sup> Avenue Culvert Repairs and most recently the design engineering of Phase 1 of the 7<sup>th</sup> Avenue Creek Project. Staff is proposing to submit an application for the Kane County Riverboat Grant funding toward construction of Phase 1 of the 7<sup>th</sup> Avenue Creek Project.

The City will be applying for funds to be applied toward the costs associated with the construction of Phase 1, which spans along the 7<sup>th</sup> Avenue Creek from S. 10<sup>th</sup> Avenue to Washington Avenue and includes replacement of culverts, removal of a portion of S. 9<sup>th</sup> Avenue, restoring the creek to a natural state and reductions in flood elevations. The total amount proposed in the budget for FY19/20 is \$886,876.

The 2020 grant application will be requesting an amount of \$100,000 for this project, which is the maximum request allowable under this grant. Any grant funding received will reduce the City's share of the construction project. 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 Grant Program

**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 construction of Phase 1 of the 7<sup>th</sup> 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 7<sup>th</sup> Avenue Creek Project, and;

WHEREAS, said project will include the construction of Phase 1 improvements for the 7<sup>th</sup> Avenue Creek and 7<sup>th</sup> 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 \_\_\_\_\_ 2020.

PASSED by the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

APPROVED by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

Resolution No. \_\_\_\_\_

Page 2

---

Ray P. Rogina, Mayor

ATTEST:

---

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain: