

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

**MONDAY, JULY 23, 2018, 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 Amplification (North HS only), Closure of Parking Lot “B” and IDOT Resolutions for the Closure of Main St. (Route 64) from 6<sup>th</sup> Street to 2<sup>nd</sup> Avenue for Two High School Homecoming Parades on Friday, September 21, 2018 and Friday, October 19, 2018.
- b.** Recommendation to approve Street and Parking Lot Closures and Amplification for the 2018 Scarecrow Festival.

**6. PUBLIC WORKS DEPARTMENT**

- \*a.** Recommendation to award the Bid for the 2018 Asphalt Patching Program.

**7. DOWNTOWN ST. CHARLES PARTNERSHIP**

- a.** Presentation of Temporary Public Art at 100 Illinois Street – First Street Plaza – Information Only.

**8. 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)

**9. ADDITIONAL ITEMS FROM MAYOR, COUNCIL, STAFF OR CITIZENS**

**10. 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:

Tom Bruhl

Meeting: Government Services Committee

Date: July 23, 2018

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

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

For Information Only.

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

\* June 2018 Outage Report

\* June 2018 Streetlight Repair Report

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

For information only.

**City of St. Charles  
June 2018 Outages**

OUTAGE No.	DATE	TIME OFF	TIME ON (Min)	AREA AFFECTED	CIRCUIT No.	CAUSE/RESPONSE	NO. OF CUST.	OUTAGE MINUTES	MAJOR CATEGORY	SUB CATEGORY
1	6/2/2018	7:40 AM	0	From Tyler Rd. to Randall Rd., between Fox Glen and Prairie St.	13150	Blast on 34kV overhead equipment at City Hall Substation. Unknown cause / automatic reclose.	2880	0	Equipment	Arrester
2	6/6/2018	6:11 AM	43	McKinley St., S. 5th St., S. 6th St.	624	Blown transformer fuse (5127T02). Squirrel made contact from arrester bracket bolt to under the arrester cap. Re-fused transformer.	11	473	Animal	Squirrel
3	6/7/2018	6:49 AM	42	Union Ave., S. 7th Ave.	311	Blown transformer fuse. Squirrel made contact with top of transformer and H1 bushing. Re-fused transformer.	8	336	Animal	Squirrel
4	6/7/2018	11:30 PM	122	S. 4th Pl. and S. 5th Pl.	311	Outage caused by broken porcelain cutout on transformer at 1728 S. 4th Pl. De-energized 10 primary at Moore Ave., trimmed trees, tested transformer, changed cutout, and re-fused.	12	1,464	Equipment	Other
5	6/8/2018	5:26 AM	0	Cedar Street and West Main Corridor	315/316	2-140k fuses and 2-150E fuses blown. Squirrel made contact across A & B phases on cross arm.	729	0	Animal	Squirrel
5	6/8/2018	6:55 AM	0	Cedar Street and West Main Corridor	315/316	Second momentary due to squirrel that made contact across A & B phases on cross arm. Unclear exactly how the second momentary was caused.	729	0	Animal	Squirrel
5	6/8/2018	8:30 AM	184	13th Avenue - Auto repair shop	316	2-140k fuses and 2-150E fuses blown. Squirrel made contact across A & B phases on cross arm. Spliced both phases using covered 1 phase ACSR and covered tie wire. Re-fused riser pole and switchgear.	1	184	Animal	Squirrel
6	6/16/2018	7:20 AM	28	157 S. Tyler Rd.	514	Outage due to new service hook up. Shut off power, hooked up new service and restored power.	1	28	Scheduled	Customer
7	6/23/2018	6:23 AM	0	Between Prairie St. & Gray St., from the River to 14th St.	624	Squirrel on transformer pole - operated recloser.	767	0	Animal	Squirrel
7	6/23/2018	6:23 AM	54	700 Block of S. 7th Street	624	Squirrel on transformer pole - took out fuse and operated recloser.	8	432	Animal	Squirrel
8	6/23/2018	7:28 AM	0	Rt. 38 - IYC, west side treatment plant, Tri-Com bus barn.	813	Mouse in switchgear at Rt. 38 & Randall Rd. Breaker opened and reclosed. No switchgear damage.	13	0	Animal	Mouse
9	6/27/2018	7:28 AM	26	1700 block of Pleasant Ave. & Forrest Blvd.	311	Squirrel took out transformer fuse. Replaced fuse and restored power.	12	312	Animal	Squirrel
<b>Total of Interrupted Minutes</b>								<b>3,229</b>		
<b>Total SAIDI*</b>							<b>0.206</b>			
Total of ComEd Interrupted Minutes								<b>0</b>		
Total SAIDI without ComEd							<b>0.206</b>			
*System Average Interruption Duration Index (SAIDI)										

## **Streetlight Repair Report**

Expectation: Streetlights will be repaired within 10 days of notification

### **Streetlight Repair Statistics**

<b>Fiscal Year</b>	<b>Number of Lights Repaired</b>	<b>Average Days to Repair</b>
2018	801	5.3
<b>2019</b>		
<b>Month Light Was Repaired</b>	<b>Number of Lights Repaired</b>	<b>Average Days to Repair</b>
May	66	4.4
June	27	3.0
July		
August		
September		
October		
November		
December		
January		
February		
March		
April		

#### **June Notes:**

Multiple outages reported on Swenson Ave due to a natural cable fault.  
Lights were fixed the next work day.

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 3.b

Title:

Natural Resources Commission Minutes – Information only

Presenter:

AJ Reineking

Meeting: Government Services Committee

Date: July 23, 2018

Proposed Cost: \$ N/A

Budgeted Amount: \$ N/A

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 June 14, 2018 Natural Resources Commission meeting minutes are attached.

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

\* Natural Resources Commission Minutes – June 2018 meeting minutes.

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

For information only.

**MINUTES  
CITY OF ST. CHARLES  
NATURAL RESOURCES COMMISSION MEETING  
RALPH GRATHOFF, CHAIRMAN  
JUNE 14, 2018**

**Members Present:** Chair. Ralph Grathoff, Valerie Blaine, Kathy Brens, Jon Duerr, Heather Goudreau, Lee Haggas, Loren Nagy, Pam Otto

**Members Absent:** Raymond Hauser, Suzi Myers, Caroline Wilfong

**Others Present:** Jeremy Craft, Marcelline D'Argento, AJ Reineking

**Visitors Present:** Kim Malay - Camp Kane Heritage Foundation

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

The meeting was convened by Chair. Grathoff at 7:02 p.m.

**2. Minutes Review and Approval**

Motion to approve and place into the public record the minutes of the May 10, 2018 Natural Resources Commission [NRC] meeting. Motion by Comm. Blaine, second by Comm. Brens to approve the minutes. Voice vote: unanimous; nays – none. Motion carried at 7:03 p.m.

**3. Old Business**

**A. NRC Student Members**

Mr. Reineking noted it is summer break for students, but Public Works has been in contact with the school superintendent, and an article regarding NRC student members was placed in *The Den* and on the City's Facebook page. No responses have been received yet, but once the school year resumes there will hopefully be some interest from students.

**B. Arbor Day 2018 Photos**

A photo book from the 2018 Arbor Day celebration was circulated during the meeting. Photos of the 2018 Langum Woods clean-up were also included. Tree City USA standards require an Arbor Day observance and proclamation; the photo book serves to document the City's observance and proclamation on April 27, 2018.

**C. Acknowledgment of Former Commissioner**

Chair. Grathoff acknowledged the committed service of former Tree Commissioner Ron Ziegler. Comm. Ziegler has stepped down, but was a long time member of the Tree Commission for many years and also served as interim chairman. All present acknowledged Comm. Ziegler's service to the City and the Tree Commission.

**4. New Business**

**A. Camp Kane Site Plan Presentation**

An overview of the plan for Camp Kane was provided by Ms. Malay of the Camp Kane Heritage Foundation.

- The development of Camp Kane will promote heritage tourism in St. Charles
- The plan will be implemented in phases
- The Jones Law Office structure was initially a holding cell for Civil War deserters
- The plan includes reconstruction of the Farnsworth mansion near the current sledding hill [the hill will remain clear for sledding]
- The mansion will house a Civil War and underground railroad museum

- The plan includes an outdoor education center with circular seating, which will be utilized for presentations
- Paths through the camp/park will connect to paths already in Langum Woods
- Accessibility [ADA (Americans With Disabilities Act )] will be considered with regard to the surface material of new paths
- The path system will eventually link Camp Kane and Langum Woods with the cemetery located on South 7th Avenue

Mr. Reineking reported fifteen Oak trees were planted on the City-owned parcel to the north of the cemetery on South 7th Avenue. A prairie flower and native plant understory is also part of the City's plan for this area.

Chair. Grathoff inquired as to the Foundation's goal for Langum Woods. Ms. Malay explained the natural paths in the woods will be maintained, and plant identification and historic signage along the path is suggested.

Comm. Otto asked where the ADA accessible paths would be located. Ms. Malay explained ADA accessibility would not extend into the paths through Langum Woods. Comm. Otto stated the NRC's interest is in the continued health of Langum Woods. Clearing brush from the woods and preserving wildflowers are key. Perhaps Camp Kane volunteers would assist the NRC with Langum Woods maintenance activities. Restoration workdays are generally from November to February to ensure plants are not damaged. Chair. Grathoff noted neighbors / residents in the Langum Park area have also volunteered in the past.

The NRC thanked Ms. Malay for her presentation. The Foundation and the NRC will work in cooperation for the preservation of Langum Woods and the development of Camp Kane.

#### **B. Invasive Species at History Museum**

Comm. Otto informed the NRC that she noticed the invasive species Black Swallow-Wort plants, also known as Black Dog Strangling Vine, growing in the front garden of the History Museum. Comm. Duerr noticed this plant as well and noted it may have been transported when the rose bushes were planted in the museum garden. Comm. Duerr stated he removed the plant from the museum garden, but he has noticed it in other places in the City as well.

#### **C. NRC Social Media**

Comm. Goudreau suggested utilizing social media to publicize information on the NRC such as invasive species, volunteering and education and to increase visibility, similar to the Facebook page of America in Bloom. Mr. Reineking explained the City's Communications Division Manager would be the resource for the NRC with regard to social media. Chair. Grathoff asked if the City would assist the NRC in updating the proposed social media. Mr. Reineking will speak with the Communications Division Manager about this proposal. Ms. D'Argento noted Comm. Myers recently wrote an article for the City's newsletter, *The Den* that publicized opportunities for NRC student members. The article was published in the June 2018 issue. Mr. Reineking encouraged all members of the NRC to consider writing articles for *The Den*.

#### **D. New Contracted City Refuse/Recycling Services**

Comm. Goudreau commented on the City's new refuse and recycling service provider, Lakeshore Recycling Systems, which offers additional services including food scrap collection. Comm. Duerr mentioned that countries outside the U.S. are limiting their recycling activities, which may impact recycling here as well. Comm. Blaine commented education and reducing are solutions and noted California Pizza Kitchen no longer provides



plastic straws with every drink, reducing recycling; straws are still available upon request. Comm. Goudreau suggested the NRC may consider creating educational displays for the public explaining refuse versus recycling. A display could be placed at the library, for example. Comm. Goudreau noted Blue Goose Market is selling reusable stainless steel straws. The proposed social media for the NRC could include information regarding reducing the need for recycling, publicizing local businesses such as Blue Goose and reusable straws, for example. Comm. Otto agreed promoting the message of reducing is the preferred option. However, “environmental” issues can be perceived as somewhat negative by the public.

**E. Proposed Revisions to Tree Ordinance**

Comm. Nagy proposed an update to the City’s Tree Ordinance [City Code Section 12.20] with regard to the “not recommended” tree list and including additional information, such as tree removal/replacement and maintaining a tree canopy. Chair. Grathoff explained this information is included in the Urban Forestry Management Plan [UFMP]. Mr. Reineking informed the NRC there is a tree preservation ordinance under development; he will provide more information on the ordinance at the next NRC meeting. Chair. Grathoff noted an annual review of the UFMP was due and could address some of these issues if necessary.

**5. Committee Reports**

**A. Education Committee**

In Comm. Myers’ absence, Ms. D’Argento informed the NRC the book donation order had been placed for *The Survivor Tree*.

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

Comm. Otto commented on the support by the Camp Kane Heritage Foundation for Langum Woods.

**6. Communications – Public Services Division Tree Activity Reports May 2018**

Motion by Comm. Nagy to approve the above-referenced reports and place into the public record, second by Comm. Brens. Voice vote: unanimous; nays – none. Motion carried at 8:09 p.m.

**7. Additional Items**

**A. Commissioners**

Comm. Otto inquired if Ash tree seedlings should be saved. Comm. Nagy responded by explaining the seedlings would grow into a food source for the Emerald Ash Borer and, therefore, should not be grown.

Comm. Brens and Comm. Blaine mentioned the upcoming events Foodie Fest and Monarchs and Milkweed, respectively.

**B. City Staff**

None.

**8. Adjournment**

Motion by Comm. Nagy to adjourn the meeting, second by Comm. Blaine. Voice vote: unanimous; nays – none. Motion carried at 8:16 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: July 23, 2018

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

July 2018

Construction Update Report

# Construction Update July 2018

- Construction Contractor: IHC Construction Companies
- Project Schedule:
  - ~~Commence Construction : September 27, 2017~~
  - Chemical Feed System Online : June 1, 2018 - Pending
  - Substantial Completion : February 6, 2019
  - Final Completion : March 8, 2019
- Construction Contract : \$13,294,896
- Approved Contract Change Orders: \$584.07
- Pending Contract Change Order: None
- Amount Billed to Date: \$5,850,718
- Construction Percent Complete: 50%

# Construction Update July 2018

## Current Construction Activity

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



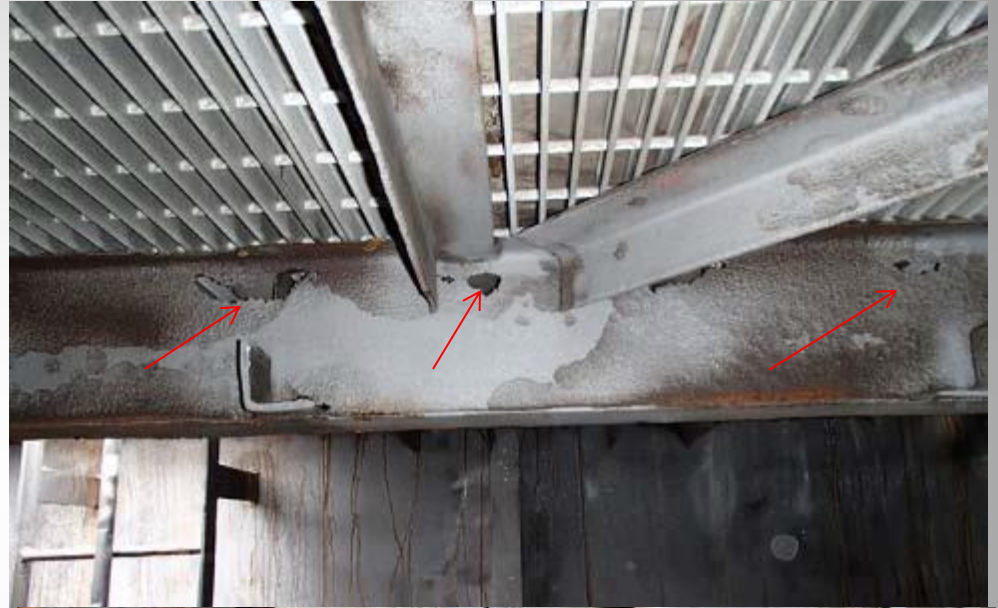
# Construction Update Topic #1

- Electrical Motor Control Panel Manufacture Delays
  - Issue:
    - Motor Control panels are currently delayed in manufacturing at Texas Plant
  - Reason:
    - Hurricane Harvey & Irma
    - Increase Demand and Texas Manufacture Plant Damage and Cause for Delays
      - Note: Federal Funded Project Requires American Made
  - Impacts:
    - EPA June Chemical Feed Deadline
    - Overall Project Schedule
  - Solution:
    - EPA will extend June Deadline we are not the only construction project faced with this challenge
    - Overall Project Schedule: Waiting on true delivery of equipment then contractor will review his overall schedule
  - July Update: 3 of 3 Motor Control Panels Received Total Delay in Equipment 90 Days
  - Council Action:
    - None at this time – Working With Contractor on Schedule Impacts



# Construction Update Topic #2

- Holes and Metal Loss in I-Beam
  - Issue:
    - Structural Issues on Catwalk over Digester
  - Reason:
    - Sand blasting uncovered holes in I-beam
  - Impacts:
    - Additional Scope of Work for Contractor
  - Solution:
    - Contractor will perform work on time and material
  - Council Action:
    - None at this time



# South Anaerobic Digester





# Digester Pump Room





# Lower Aeration Work



Work Completed: Refilling Basins





# Upper Aeration Tanks



Work Starting on the Upper Tanks



# Upper Aeration Tanks

Mixer Bridge Supports





# IR Pump Station

- Internal Pipe installation



# Process Control Building



# Ferric Chloride Tanks





# Underground Work



36" Tee Tie-in

HDPE Digester Gas Line





# 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 for Approval of Amplification (North HS only), Closure of Parking Lot “B”, and IDOT Resolutions for the Closure of Main St. (Route 64) from 6<sup>th</sup> Street to 2<sup>nd</sup> Avenue for Two High School Homecoming Parades on Friday, September 21, 2018 and Friday, October 19, 2018

Presenter:

Police Chief Keegan

Meeting: Government Services Committee

Date: July 23, 2018

Proposed  
Cost:

### STC East Parade

**PW:** \$2,835.19

**EMA:** \$174.00

**PD:** \$3,811.33

**TOTAL:\$6,820.52**

### STC North Parade

**PW:** \$2,835.19

**EMA:** \$174.00

**PD:** \$3,811.33

**TOTAL:\$ 6,820.52**

Budgeted Amount: \$

Not Budgeted:

☐

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

Both the St. Charles East and North High School special event applications were received on June 12, 2018. Both schools met with the Special Events Committee on June 14, 2018.

The Special Event committee has met with members of both schools and reviewed the applications for the 2018 high school homecoming parades. East High School’s Homecoming parade will be held on Friday, September 21, 2018 and North High School’s Homecoming parade will be held on Friday, October 19, 2018. Both parades commence at 1:00 p.m., lasting approximately one half hour.

Both schools have requested the closure of Municipal Lot “B”, the parking lot behind Chord on Blues, to better facilitate the parade logistics. An amplification permit has been requested by North High School, only, for a DJ to play music and announce each entry as they pass by the Municipal building.

Both high schools have requested the tradition continue by having the parades on Main Street from 6<sup>th</sup> Street to 2<sup>nd</sup> Avenue. Both parade routes will be traveling west to east.

Public Works will set up three garbage cans in the “set-up” parking lot across from the D303 Administration building and three garbage cans in Municipal Lot “B”. They will also participate in the parade with one of their vehicles.

### Attachments (please list):

\* Resolution

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

Recommendation to approve amplification (North HS only), Municipal Lot “B” closure, and IDOT Resolutions for the closure of Main Street (Route 64) from 6<sup>th</sup> Street to 2<sup>nd</sup> Avenue for two High School Homecoming parades on September 21 and October 19, 2018.

**City of St. Charles, Illinois**  
**Resolution No. \_\_\_\_\_**

**A Resolution Requesting the Closure of Routes 64 and 31 for the  
St. Charles East and North High School Homecoming Parades**

**Presented & Passed by the  
City Council on \_\_\_\_\_**

WHEREAS, the St. Charles North and East High Schools are sponsoring a Homecoming Parade in the City of St. Charles, and;

WHEREAS, these Parades will require the temporary closure of Main Street (Route 64) and Second Street (Route 31) state highways in the City of St. Charles, and;

WHEREAS, Section 4-408 of the Illinois Highway Code authorizes the Department of Transportation to issue permits to local authorities to temporarily close portions of state highways for such public purposes or needs as parades and local celebrations;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that permission to close Main Street (Route 64) and Second Street (Route 31) on Friday, September 21, 2018 from 12:45 p.m. to 2:30 p.m. for the St. Charles East High School Homecoming Parade and Friday, October 19, 2018 from 12:45 p.m. to 2:30 p.m. for the St. Charles East High School Homecoming Parade be requested of the Department of Transportation;

BE IT FURTHER RESOLVED that if such permission is granted by the Department of Transportation, all highway traffic during the periods of time specified shall be detoured over the following routes:

For westbound on Route 64: south on 5th Avenue (Route 25) to Illinois Avenue, west to 7th Street, north to Route 64. For southbound on Route 31: west on State Street from Route 31 to 7th Street, south on 7th Street to Illinois Street, east on Illinois Street to Route 31. For eastbound Route 64 and northbound Route 31, use the reverse route.

BE IT FURTHER RESOLVED that if such permission is granted by the Department of Transportation, the City of St. Charles assumes full responsibility for the direction, protection and regulation of the traffic during the time the detour is in effect, and all liabilities for damages of any kind occasioned by the closing of the state highway, and it is further agreed that efficient all-weather detours will be maintained to the satisfaction of the Department and conspicuously marked for the benefit of traffic diverted from the state highway.

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

Page 2

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Department of Transportation to serve as a formal request for the permission sought in this resolution.

PRESENTED to the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

PASSED by the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

APPROVED by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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

ATTEST:

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


COUNCIL VOTE:

Ayes:

Nays:

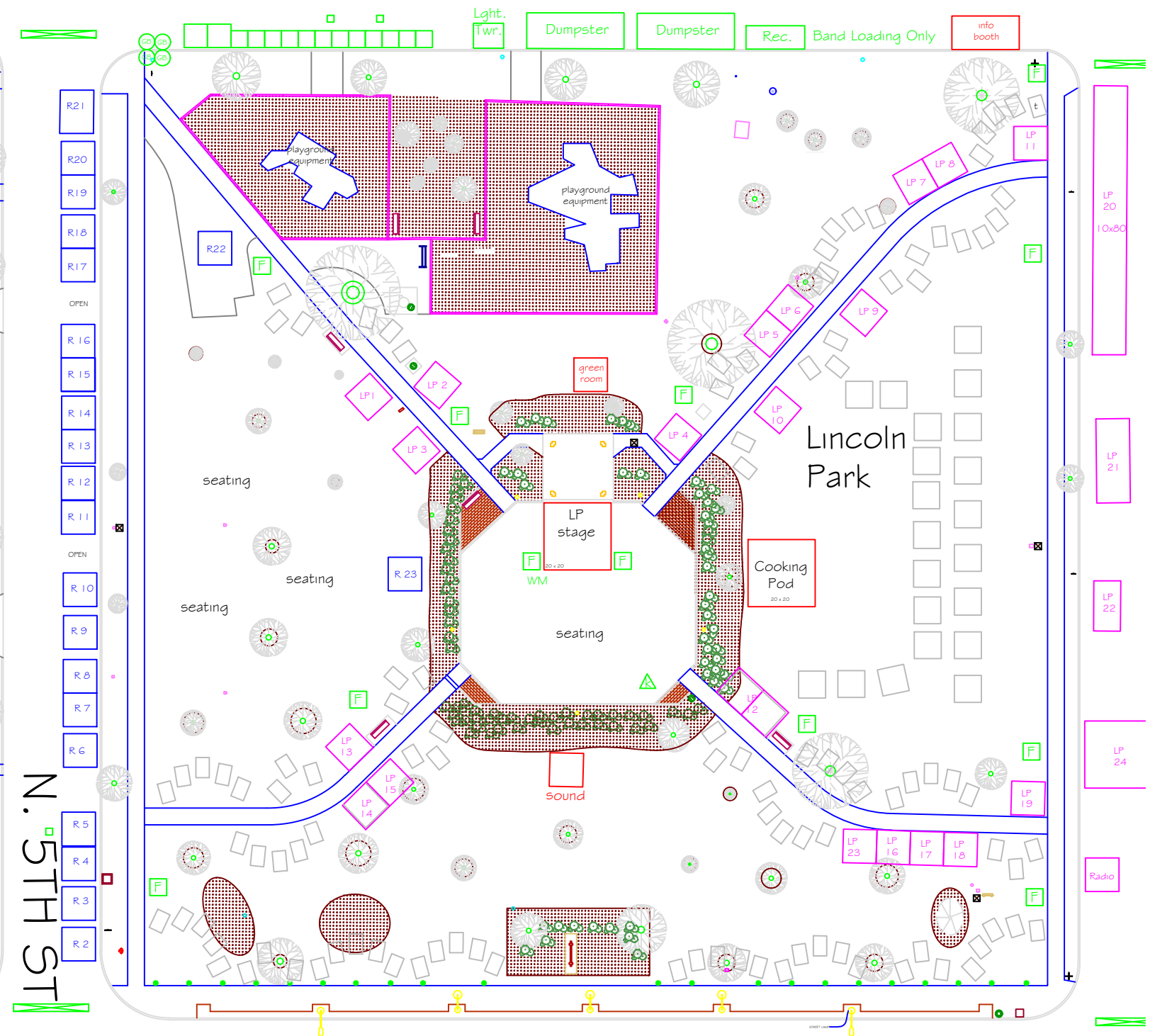
Absent:

Abstain:

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		Agenda Item number: 5.b
	Title:	Recommendation for Approval of Street and Parking Lot Closures and Amplification for the 2018 Scarecrow Festival	
	Presenter:	Police Chief Keegan	
Meeting: Government Services Committee		Date: July 23, 2018	
<b>Proposed Cost:</b> Police: \$19,839.80 Fire & EMA: \$2,331.50 PW: \$11,284.08 <b>Total: \$33,455.38</b>		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
<b>Executive Summary</b> <i>(if not budgeted please explain):</i>  <p>This special event application was submitted on June 28, 2018. The special event committee met on July 12<sup>th</sup> to discuss the event with members of the St. Charles Convention &amp; Visitors Bureau and Ravenswood Events.</p> <p>The 2018 Scarecrow Festival will be held on October 5-7, 2018. The event continues to be sponsored by the St. Charles Convention and Visitors Bureau, with the coordination being handled through Ravenswood Event Services.</p> <p>Attached are the requested day/dates for parking lot and street closures. In addition, the Park District is requesting temporary “no parking by police order” signage to be installed from Thursday thru Sunday along the following routes:</p> <ul style="list-style-type: none"> <li>• Second Avenue between Park Avenue and North Avenue;</li> <li>• Second Avenue between North Avenue and Iroquois Avenue;</li> <li>• North Avenue between Second Avenue and Fifth Avenue.</li> </ul> <p>Event coordinators are also requesting permission to use directional signage on the public parkway and use of sound amplification during the event. The Police Department requests authorization to modify the planned use area where it is operationally necessary.</p>			
<b>Attachments</b> <i>(please list):</i>  * Property Layout Maps for Scarecrow Festival (3) * Street Closure Request			
<b>Recommendation/Suggested Action</b> <i>(briefly explain):</i>  Recommendation to approve street and parking lot closures and amplification for the 2018 Scarecrow Festival.			

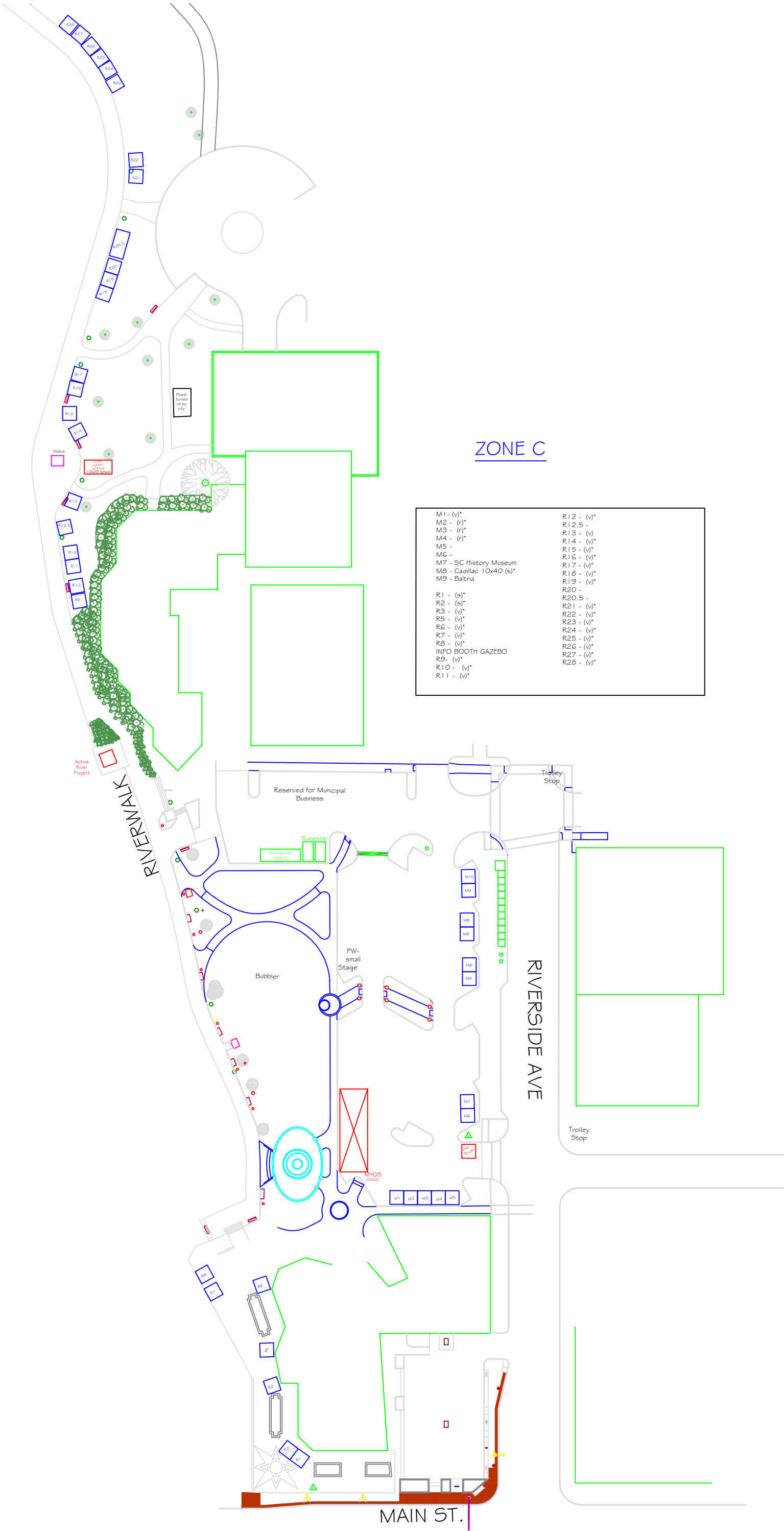
LP1 - (s)\*  
LP2 - (s)  
LP3 - (s)  
LP4 - (s)  
LP5 - (s)  
LP6 - (s)  
LP7 - (s)  
LP8 - (s)  
LP9 - (s)  
LP10 - (s)  
LP11 - (s)  
LP12 - (s)  
LP13 - (s)  
LP14 - (s)  
LP15 - (s)  
LP16 - (s)  
LP17 - (s)  
LP18 - (s)  
LP19 - (s)  
LP20 - (s)  
LP21 - (s)  
LP22 - (s)  
LP23 - (s)  
LP24 - (s)

W. MAIN ST (RT 64)



CRAFT  
FAIR

↑



Zone B

Old  
VFW  
Lot

- V1 - (s)\*
- V2 - (s)\*
- V3 - (s)\*
- V4 - (s)\*
- V5 - (s)\*
- V6 - (v)\*
- V7 - (v)\*
- V8 - (v)\*
- V9 - (v)\*
- V10 - (r)\*
- V11 - (v)\*
- V12 - (v)\*
- V13 - (v)
- V14 - (v)\*
- V15 - (s)\*
- V16 - (v)\*
- V17 - (v)\*
- V18 - (v)\*
- V19 - (v)\*
- V20 - (r)\*
- V21 - (r)\*
- V22 - (r)\*
- V23 - SC Gymnastics Tumble Area-Sat(v)\*
- V23 - Meijer Food Truck (r) - Friday\*
- V24 - (v)\*
- V25 - (v)\*
- V26 - Family Affair (r)\*

Carnival

Zombie Hotel 10'x65'

Mini Jet  
30'

TIX

Motor Cycles  
30'

Maze Raiders  
20'x65'

TRAIN  
25' x 55'

M.G.R  
30'

Speed way  
25' x 55'

VFW  
Lot

60' space  
SC Gymnastics  
(Sat/sun)  
Meijer Truck (Fn)

PHOTO AREA  
(Tractor/2 cutouts)

CEDAR ST

Filling Station Lot

F11	F11	F10	F9	F8	F7	F6	F5	F4	F3	F2	F1
F11	F11	F12	F13	F14	F20	F21	F22	F23	F24	F1	F1

Band

- F1 - (s)\*
- F2 - (s)
- F3 - (s)\*
- F4 - (v)\*
- F5 - (v)\*
- F6 - (v)\*
- F7 - (v)\*
- F8 - (v)\*
- F9 - (v)\*
- F10 - (v)\*
- F11 - (s)\*
- F12 - (s)\*
- F13 - (v)\*
- F14 - (v)\*
- F20 - (v)\*
- F2 - (v)\*
- F22 - (s)\*
- F23 - (v)\*
- F24 - (s)\*

- T1 - (v)\*
- T2 - (r)\*
- T3 - (v)\*
- T4 - (v)\*
- T5 - (r)\*
- T6 - (s)\*
- T7 - (r)\*
- T8 - (s)\*
- T9 - (s)\*
- T10 - (s)\*
- T11-T30 - (2)\*

N. 3rd ST



**Street Closings, Parking Lot & Designated Handicapped Parking Requests St.  
Charles Scarecrow Fest  
October 5-7, 2018 (including set-up October 3 & 4, 2018)**

**Street Closing, Temporary One-Way, Handicapped Parking Requests:**

***East of Fox River***

1. Handicapped Parking: Riverside Avenue on-street parking west side designated Handicap Parking only: Friday, Saturday, and Sunday from 6am to 6pm.
2. Parking: First Avenue on-street parking east side (two spaces) along Riverside Pizza & Warehouse Antiques designated Handicap Parking: Friday 6 am to Sunday 6pm. (Signs need to be posted on Wednesday).
3. The row of parking spaces (10) at 10 State Avenue in front of Door #1 designated as "MUNICIPAL RELATED Business Parking Only" from Fri at 6am through Sun at 6pm.
4. No Parking on 2<sup>nd</sup> Ave between State Ave and Cedar Ave (Trolley Route and stops)
5. No Parking on Cedar Ave between Riverside and 2<sup>nd</sup> Ave (Trolley Route and stops)
6. No Parking on State Ave between Riverside and 2<sup>nd</sup> Ave (Trolley Route and Stops)

**Parking Lot Closing Requests:**

***East of Fox River***

1. Municipal Lot adjacent to Municipal Building, Wednesday 6am to Sun at 11pm. (Dumpster to be removed Monday before 10am).
2. Municipal Lot – checkerboard lot at the corner of Main & Riverside – open Friday for municipal business and open Saturday and Sunday for handicapped parking only.

**Street Closing, Temporary One-Way, Handicapped Parking Requests:**

***West of Fox River***

1. Closure: North Third St. between Main & State Streets from Thurs 5am to Sun 11pm (police, fire & delivery vehicles to be allowed access each night between 6pm-6am). East side will be maintained as a fire lane.
2. Closure: North Fourth St. between Main & Cedar Streets from Thurs 5am to Sun 11pm. East side will be maintained as a fire lane.
3. Closure: North Fifth St. between Main & Cedar Streets from Thurs 5am to Sun 11pm. West side will be maintained as a fire lane.
4. Closure: Cedar St. between 4<sup>th</sup> & 5<sup>th</sup> Streets Thursday 5am – Sunday 11pm. (Soft closure Thursday-Sunday).
5. Closure: Cedar Street between 2<sup>nd</sup> & 4<sup>th</sup> Streets Thursday 5 am to Sunday at 11pm. (Soft closure Thursday-Sunday).
6. Handicapped Parking: North Fifth St between Cedar and State Streets east side only handicapped parking: Fri at 6am to Sun at 6pm. (Signs need to be posted on Thursday.)
7. Handicapped Parking: North Fourth Street between Cedar and State Streets west side only from Friday at 6am to Sunday at 6pm. (Signs need to be posted on Thursday).
8. No parking on Cedar Street from 2<sup>nd</sup> St to 5<sup>th</sup> St. Thursday 5am – Sunday 11pm.

**Parking Lot Closing Requests:**

***West of Fox River***

1. River Plaza Parking lot “G” (west side of N. Second Street [Route 31] between Cedar and State Streets) on Wednesday 6am to Sunday 10pm for Windy City Carnival.
2. Old VFW lot Wednesday at 6am to Monday at noon.
3. Old St. Charles Court lot on north Third St., west side, between west Main and Cedar Streets, Wednesday at 6am to Sunday at 11pm.

**Additional Requests:**

1. All parking spaces on the south side of Cedar Street between Fourth and Fifth Streets to place dumpsters, toilets, and limited-time entertainment parking (with festival permit only). Wednesday 6am to Sunday 10pm.
2. Municipal Lot (northwest end, south side of lot, per map). Temporary NO parking in first few parking spots – to accommodate dumpsters.
3. Permission to use land along the Freedom Walk from Main Street bridge north to Pottawatomie Park for vendors.
4. Permission to use walkway/courtyard to the south and west of the Municipal Center for children’s activities and select vendors.
5. Permission to place tents on Fourth Street between Main and Cedar Streets, west side.
6. Permission to place tents on Fifth Street between Main and Cedar Streets, east side – flush against the park.

**Scarecrow Festival 2018: October 5-7 (open to public dates)**

Lincoln Park & VFW tent set up (south side of park & gazebo) Wednesday and Thursday, October 4 & 5: 8am-10pm. As always, due consideration will be a priority for students of St. Patrick’s Church.

**Event Days**

Friday and Saturday October 5 and 6: 10am-6pm (Lincoln Park to remain open until 9pm; carnival open until 10pm); Sunday, October 7: 10am – 5pm.

**Trolleys**

Two trolleys will run Friday, Saturday, and Sunday.

**Shuttles** (School buses)

Will run Friday, Saturday, and Sunday. West of the river: from Charlestowne Mall Shopping Center to Riverside Avenue. East of the river: from Haines and Thompson Middle Schools to St. Patrick’s Church.

**PROPERTY BEING REQUESTED FOR VENDING/SPONSOR AREAS:**

- Lincoln Park
- 5<sup>th</sup> Street from Cedar to Main
- 4<sup>th</sup> Street from Cedar to Main
- 3<sup>rd</sup> Street from Cedar to Main
- Old VFW lot
- Rt. 31 & Cedar Parking lot (for Carnival)
- Old St. Charles Parking Lot (Filling Station)
- Municipal lot
- Municipal Courtyard - checkerboard lot (Sat & Sun for handicapped parking only)
- Commercial Riverwalk from Main Street to Pottawatomie Park

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: \*6.a

Title:

Recommendation to Award the Bid for the 2018 Asphalt Patching Program

Presenter:

AJ Reineking

Meeting: Government Services Committee

Date: July 23, 2018

Proposed Cost: \$139,575.00

Budgeted Amount: \$145,000.00

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

On July 10, 2018, the City publicly opened bids for the 2018 Asphalt Patching Program. Like the 2017 program, staff anticipates that the 2018 program will consist of 7,500 yards of patch material. Where the 2017 program was focused predominantly in the east side of the City, the 2018 program will put a heavy focus on the west half of the community.

The bid calls for a 2" grind and overlay of the roadway at each location. This program will be performed in conjunction with the City's in-house roadway maintenance program, which predominantly focuses on smaller repairs or repairs completed in conjunction with utility work.

The City received seven (7) bids to complete this work with Johnson Paving of Arlington Heights, IL being the lowest responsive, responsible bidder.

Johnson Paving is a large company in the area. They have done work for the City in the past, and performed adequately.

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

\* Bid Tabulation \* Bid Specifications \* Johnson Paving Bid Sheet

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

Recommendation to award the bid for the 2018 Asphalt Patching Program to Johnson Paving in the amount of \$18.45 per square yard of material replaced.

2018 Asphalt Patching Program

Basis of Award: 1 Mobilization, 7,500 square yards of asphalt

Company	Unit	Anticipated	Unit	Anticipated	Basis of Award
	Mobilization	Units	Per Yard	Units	TOTAL
Johnson Paving Arlington Heights, IL	\$ 1,200.00	1	\$ 18.45	7500	\$ 139,575.00
Builders Paving, LLC Hillside, IL	\$ 4,600.00	1	\$ 18.45	7500	\$ 142,975.00
TAT Enterprises, Inc. Kingston, IL	\$ 5,000.00	1	\$ 21.50	7500	\$ 166,250.00
Schroeder Asphalt Services, Inc. Huntley, IL	\$ 1,500.00	1	\$ 22.00	7500	\$ 166,500.00
Meyer Paving, Inc. Maple Park, IL	No Charge	1	\$ 24.64	7500	\$ 184,800.00
Geneva Construction Co. Aurora, IL	\$ 8,000.00	1	\$ 24.00	7500	\$ 188,000.00
Brothers Asphalt Paving, Inc. Addison, IL	\$ 11,500.00	1	\$ 25.00	7500	\$ 199,000.00

**INVITATION TO BID**  
Asphalt Grinding/Patching Program

The City of St. Charles has an immediate need for a qualified contractor to perform grinding and asphalt patching work to City streets throughout the community.

**TIMELINE FOR AWARD:**

The following table identifies the anticipated timeline for this project.

Critical Path Item	Date
Bids Due By	Tuesday, July 10, 2018 (2:00 PM)
Work Awarded	Monday, August 6, 2018
Work Completed By	Friday, November 2, 2018

**SCOPE:**

All work performed for the City shall meet the highest industry standard. All patching work shall be comprehensive and uniform and match the existing grade.

All patches shall be 2” Class D patches meeting the IDOT Standard Specifications for Road and Bridge Construction adopted April 1, 2016.

Prior to grinding the existing surface, Contractor shall saw-cut the surface at the perpendicular ends to allow for a 90 degree edge on all sides. Once new asphalt is laid, it shall be properly compacted and match the existing grade.

**PRICE:**

The City is seeking a unit price per square yard to perform a complete asphalt patch work including prep, grinding and material removal, asphaltting, and compaction.

Prices shall include all tools, equipment, labor, materials, and hauling necessary to complete the task.

**TERM:**

The Patching Program shall be completed no later than Friday, November 2, 2018. Once work commences, it shall be completed in successive days until completed. Start date will be mutually agreed upon by the awarded contractor and the Public Works Division Manager.

Additionally, The City is requesting that the awarded contractor hold the bid pricing until the end of the fiscal year on April 30, 2019. All work must be invoiced on or before Tuesday, April 30, 2019

Equipment may be stored overnight at a gated Public Works Facility. The City is in no way responsible for damaged, lost, stolen, or vandalized equipment stored on City premises.

**TIME OF WORK:**

Work shall be completed between the hours of 7:00 am and 4:00 pm Monday through Friday. Exceptions may be made for tacking operations to maintain operational continuity.

**QUANTITY & LOCATION OF WORK:**

The City has identified up to 7,500 square yards of roadway that are in need of permanent patch work throughout the community. Maps and material quantities will be made available after the contract has been awarded. The above quantity in no way represents a guaranteed minimum or maximum square yards, the City reserves the right to add or subtract from the project scope at any time.

**BASIS OF AWARD:**

Award will be based on 7,500 square yards of grind and Asphalt patch of asphalt surfaces as well as one mobilization.

Actual work will be based on the bid prices received and budgetary funds available, and shall be performed at the City's sole discretion.

**COMPLIANCE WITH LAWS:**

Vendor must comply with all applicable laws, including, but not limited to the Illinois Human Rights Act, the Public Works Employment Discrimination Act, and the Illinois Prevailing Wage Act. Contractor's certified payroll is required to be submitted with all pay requests/invoices.

Questions shall be submitted to AJ Reineking, Public Works Manager no later than Thursday, July 5, 2018 at [areineking@stcharlesil.gov](mailto:areineking@stcharlesil.gov).

**City of St. Charles**  
**Asphalt Grinding/Patching Program**

Bids will be accepted until 2:00 PM on Tuesday, July 10, 2018.

Company: \_\_\_\_\_

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

Contact: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

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

Signature of Authorized Agent: \_\_\_\_\_

**BID**

<b>Item</b>	<b>Unit</b>	<b>Unit Bid</b>	<b>Anticipated Units*</b>	<b>Extended Bid</b>
Grind and Patch	Per Square Yard	\$	<b>7,500</b>	\$
Mobilization	Per Instance	\$	<b>1</b>	\$
<b>TOTAL BID</b>				\$

*\*Actual units will be determined by bids received and budgetary funds available.*

SECTION IV  
PROPOSAL FORM

**City of St. Charles**  
**Asphalt Grinding/Patching Program**

Bids will be accepted until 2:00 PM on Tuesday, July 10, 2018.

Company: J.A. JOHNSON PAVING CO.

Company Address: 1025 E. ADDISON COURT, ARLINGTON HEIGHTS, IL 60005

Contact: ANDREW JOINER Contact Phone Number: 847-439-2025

Contact Email: ajoiner@johnsonpaving.com

Signature of Authorized Agent: 

DALE A. JOHNSON, PRESIDENT

**BID**

Item	Unit	Unit Bid	Anticipated Units*	Extended Bid
Grind and Patch	Per Square Yard	\$ 18.45	7,500	\$ 138,375.00
Mobilization	Per Instance	\$ 1,200.00	1	\$ 1,200.00
TOTAL BID				\$ 139,575.00

*\*Actual units will be determined by bids received and budgetary funds availability*



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 7.a

Title:

Presentation of Temporary Public Art at 100 Illinois Street –  
First Street Plaza – Information only

Presenter:

Jenna Sawicki

Meeting: Government Services Committee

Date: July 23, 2018

Proposed Cost: \$ N/A

Budgeted Amount: \$ N/A

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

The Downtown St. Charles Partnership is presenting information on a sticker mural to be put up in the 1<sup>st</sup> Street Plaza in the walkway between Puebla and Neo's on the southeast wall (photos included of mock up).

The purpose of the sticker mural is to bring a younger demographic to come to downtown to shop, dine and engage with social media with the interactive mural.

The mural itself is a “sticker” that is removable and will be installed by a St. Charles company, Chicago Coding Solutions. The sticker can last up to 1 year (maybe more, weather dependent) is completely removable and will not damage the wall. The sticker will be installed professionally and will be 5ft by 7ft.

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

\* Photos of mock-up of wall sticker

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

None



17



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