

**MINUTES
CITY OF ST. CHARLES, IL
GOVERNMENT SERVICES COMMITTEE MEETING
MONDAY, AUGUST 22, 2011, 7:00 P.M.**

Members Present: Chairman Stellato, Aldr. Monken, Aldr. Carrignan, Aldr. Payleitner, Aldr. Turner, Aldr. Rogina, Aldr. Martin, Aldr. Krieger, Aldr. Lewis

Members Absent: Aldr. Bessner

Also Present: Mayor DeWitte, M. Koenen, J. Bernahl, R. Gallas, J. Lamb, P. Suhr, J. Lamkin, P. Mullen

1. Meeting called to order at 7:00 p.m.

2.*a. Electric Reliability Report, May 2011

Motioned by Aldr. Carrignan, seconded by Aldr. Turner. Approved unanimously by voice vote. **Motion carried.**

2.*b. Tree Commission Minutes

Motioned by Aldr. Carrignan, seconded by Aldr. Turner. Approved unanimously by voice vote. **Motion carried.**

3.a. Update of IL Rt. 64 Projects

James Bernahl presented. In regard to IL Rt. 64 from 38th Avenue to IL Rt. 59, there has been no change. The land acquisition near the airport is holding things up at this point.

In regard to the IL Rt. 64 and Oak Intersection Improvement Project; we are ready to go. IDOT has all the paperwork, but the post office is finalizing the last piece of their paperwork in regard to the land acquisition. Once that is complete, we anticipate getting started.

In regard to IL Rt. 64 from 7th to Dunham, IL Rt. 64 is down to two lanes right now. Today was the first day that we got started working on the sanitary sewer replacement. AT&T is also out there doing some investigation in preparation for their work. Right now, we anticipate being within the Rt. 64 corridor for four to five weeks.

We have been doing weekly website updates, which is something we told the business owners we would do.

No further discussion.

3.b. Update of Kane County Natural Hazards Plan

James Bernahl presented. Every year, as part of the Kane County Plan, we submit to them what the City is doing as part of the program. As part of your packet you will see what City staff submitted.

No further discussion.

3.c. Update of Concept Plan for Bob Leonard Riverwalk

James Bernahl presented. We have prepared this concept with our consultant, Wills Burke Kelsey & Associates. We met with the downtown partnership group and got a feel as to what they were looking for. With that, we came up with this finalized plan.

Starting on Indiana St. moving south, staff is proposing to put in the bike path using the brick pavers so it would be contiguous with what is already there to the north. We are planning to enhance the area by installing ornamental trees and low maintenance perennials on the west side of the path. On the east side of the path, we are looking to continue the stream bank stabilization with the larger rip-rap which is currently by Bistro One. We want to allow pedestrians to fish or simply stop to enjoy the area, so we've created land and stone access to the river area as well as an outcrop area. The outcrop area is large; it's about 100 feet wide along the river shore, so it should be sufficient. The design and concept would continue south of the Brownstones and would terminate at the Prairie Street Bridge.

Between the hardscape and the path, staff is proposing to use a vegetative type prairie grass which is low maintenance, but also creates a barrier to keep geese from migrating there. It also creates a barrier so when you are on the river's east side looking towards the west side, you won't just see hardscape; you will see some of the vegetation. This is a very practical solution that will help stabilize the shoreline well.

The basic concept is mostly the ornamental areas and the replacement of the walkway to encourage folks to continue south to St. Mary's Park.

Aldr. Carrigan: It ties to a sidewalk on the west side of Prairie St., correct? Is there a crossing to get over to St. Mary's Park?

Mr. Bernahl: Yes, underneath Prairie St. We terminated the project right there because a lot of water backs up there.

No further discussion.

3.d. Recommendation to Approve the Vacation of a Portion of Indiana St. Between 1st Street and the Fox River

James Bernahl presented. This is close out paperwork from when we did work on the 2010 MFT Program, and as part of the agreement with the first phase of the Bob Leonard Riverwalk. As you may recall, there was an agreement with the City and Mr. Shodeen in regard to him donating that land. In return, the City would vacate a portion of Indiana Street. No monies have been exchanged, this is only the paperwork to vacate that small portion.

No further discussion.

Motioned by Aldr. Carrigan, seconded by Aldr. Rogina. Approved unanimously by voice vote. **Motion carried.**

3.e. Recommendation to Award Bid for the Illinois / 38th Avenue Concrete Roadway Reconstruction Project

James Bernahl presented. This project is in the Commercial/Industrial District on the east side of town, east of Kirk, south of IL Rt. 64. As you may recall, there is some money in the budget to work on that area. This area is in dire need, and we are trying to get it repaired before the IL Rt. 64 project begins as this is going to be a major corridor for motorists.

Staff recommended designing this in concrete as prices are good. The engineers estimate for this project was approximately \$950,000.00. The low bidder for the project was A Lamp Concrete, located in Schaumburg. They came in at a bid price of \$907,486.00. Staff has checked references.

Staff recommends awarding the contract to A Lamp Concrete for an amount not to exceed \$907,486.00.

No further discussion.

Motioned by Aldr. Carrigan, seconded by Aldr. Turner. Approved unanimously by voice vote. **Motion carried.**

3.f. Recommendation to Award Quote from Commonwealth Edison for Utility Upgrade

Mark Koenen presented. This item relates to Red Gate Bridge. As you recall, on the east bank we are in the first phase contract. In conjunction with that, Commonwealth Edison presently has an overhead power line which parallels the bike path. We would like to rebuild that, putting it underground so as to avoid conflicts with the future bridge; it will certainly make construction easier in the long term.

We have been working with ComEd; they gave us a quote of \$200,000.00 for the entire project. To get started, we had to put 50% down, (\$100,000.00) which has been done. To that effect, ComEd has pursued their work and they should be finished by our deadline of September 5. At the end of their project, they will do reconciliation of actual costs expended in performing the work.

The second piece of this, which is also discussed in your packet, has to do with the fact that we agreed that we would put the conduit in the ground and they will pull the cables through. Herlihy, who is our contractor for Phase I, solicited three quotations for that work. We put that into the Herlihy contract; it totals approximately \$37,000.00. This will be processed as a change order.

No further discussion.

Motioned by Aldr. Turner, seconded by Aldr. Carrigan. Approved unanimously by voice vote. **Motion carried.**

3.g. Update of the EAB Control Efforts

Peter Suhr presented. The information you have in your packet refers to the past two months data. 100 ash trees were confirmed with EAB this past two months. We are proposing to remove 137 ash trees this upcoming month, which we can manage to get replanted by the end of this year in our fall planting which will start at the end of September.

The hardest hit area to date is the southwest quadrant around Davis, 10th, 12th and 13th Streets. We have 30 proposed removals in that area. That should take care of that area to try to get replanted for the fall. Next year our hot spot is going to be the Cambridge East area. You can see in your packet we've got 30 trees associated with being removed this fall as well.

Aldr. Lewis: If there is a diseased tree on private property, there's nothing we can assist with, correct?

Mr. Suhr: Correct.

Aldr. Lewis: Will that tree infect the others around it?

Mr. Suhr: It could, potentially. The best method of removing the bug is to remove the tree, so that's our best defense at this point. You can certainly call us and we can give you references on contractors that we've dealt with to give competitive pricing for residents to remove their own tree.

Aldr. Lewis: It's a rental property behind me.

Mr. Suhr: The owner of the property would be responsible for that removal.

No further discussion.

3.h. Recommendation to Award Proposal for Replacement of Retaining Walls along the South Side of IL Rt. 64 Between 11th Street and 14th Street

Peter Suhr presented. The concrete block retaining walls adjacent to Route 64 between 3rd and 14th Streets were installed over 10 years ago. Over the years, snow and salt from plowing Main Street have deteriorated large sections of that retaining wall, to the point of failure which you can see in the photos included in your packet.

The worst sections include 800 linear feet of wall on the south side of Main Street between 11th Street and 14th Street. Staff has budgeted and is recommending complete removal and replacement of these walls. We have prepared drawings and specifications for the new construction and submitted requests for proposals to four qualified contractors. We have also notified the residents who will be affected by this project, and have received positive responses from those residents. We have also submitted plans to IDOT for permit and are expecting that permit to be in hand any day.

Staff has received proposals from three separate contractors who are all qualified to install this type of wall. Of those three quotes, Pedersen Company has provided the most competitive RFP and has a successful history with the City of St. Charles.

Staff recommends approval of the proposal from Pedersen in the amount of \$83,775.00.

Aldr. Carrignan: Will this require a lane closure on Rt. 64 as you repair the wall?

Mr. Suhr: There will be temporary lane closures, and that will all be handled through the IDOT permit and through the contractor. They know they are not to do any lane closures before 9:00 a.m. and after 3:00 p.m.

Aldr. Carrignan: When are we looking to start this?

Mr. Suhr: Most likely we'll start just after Labor Day if everything is approved, probably the Monday after Labor Day weekend and they anticipate a three to four week process. They will work one block at a time, starting on the west side and heading east. One week per block, roughly.

Aldr. Carrignan: How many blocks?

Mr. Suhr: Three blocks.

Aldr. Carrignan: The obvious issue is that we are going to have the east side closed on Rt. 64 and now you are taking a lane on the west side. And it looks like we have all next summer that we are going to be closed on the east side. It's just that I wonder if this is the right time to be doing this.

Mr. Suhr: From a traffic standpoint, I don't know if I can answer that. From a construction standpoint, the wall, as you can see from the photos is in very bad shape.

Aldr. Krieger: Would it last through the winter? I know the school buses gas up at 7th and Main and they'll be trying to make the turn into that back entrance; that will be difficult with the construction. If it can wait until very early spring, it would seem to me that would be better timing.

Mr. Bernahl: To add a quick comment, for the lane closures on Rt. 64, they are just temporary. They won't be there overnight. It's mostly for delivery of product and to get the equipment in and then the roadway themselves will be open.

Chairman Stellato: So they are going to close them down when they need to make a delivery and then open them back?

Mr. Bernahl: Yes, there will only be daily temporary closures; it's just temporary to get the trucks in, drop deliveries off, take materials out, etc.

Aldr. Carrignan: Now I'm confused. Is it going to be closed from 9:00 a.m. to 3:00 p.m. during the day effectively?

Mr. Bernahl: No, that's the window when you can expect temporary closures.

Mr. Suhr: It really depends on the work they are doing. They are going to start with demo work and they are able to do most of that from the sidewalk so there won't be any lane closures for the time they are doing demo except for the fact of getting a truck in there for an hour to haul off material. Most of these will be lane closures for an hour at a time or less, intermittent throughout the process.

No further discussion.

Motioned by Aldr. Carrignan, seconded by Aldr. Rogina. Approved unanimously by voice vote. **Motion carried.**

3.i. Recommendation to Award Proposal for Well #13 Capacity Modifications

John Lamb presented. Well No. 13 is located at Oak and Main. This project involves installing a variable frequency drive. Currently, when the pump and motor comes on it goes up to approximately 1600 gallons per minute. This installation will allow it to ramp up or control it at different speeds. It will also allow us to maintain our chemical feed system and optimize our chemical treatment and efficiency and also set a given pressure for when we service the water tower in the system.

We went out to bid for this part of the project; a bid summary and recommendation is attached. Staff recommends awarding the bid to the low bidder, Mascall Electric in the amount of \$39,675.00.

No further discussion.

Motioned by Aldr. Carrignan, seconded by Aldr. Turner. Approved unanimously by voice vote. **Motion carried.**

3.j Recommendation to Approve Water Ordinance Amendments

John Lamb presented. In May 2011, there were two Ordinances approved by City Council. The first was the water rates. This first item is just correcting the date from October 1 to October 15 for when the second phase of the water rate increases are to be implemented in regard to the billing cycles.

The second item is the water hydrant meter policy. There is reference to this policy in the ordinance, and now there is reference to some of the additional fees and increase in fees for this policy.

Staff recommends approval of the water Ordinance amendments.

No further discussion.

Motioned by Aldr. Carrignan, seconded by Aldr. Turner. Approved unanimously by voice vote. **Motion carried.**

3.k Recommendation to Approve Change Order #1 for Main Treatment Plant Headworks Project

John Lamb presented. This is a change order for our Main Treatment Plant Headworks Project. We are requesting a change order in the amount of \$54,145.00. There are three items here that total this amount which are explained in your summary. The largest item is \$46,000.00 for a motor control center that is being installed. All these items are in the budget; this one was supposed to have been budgeted in the original contract. We are

saving \$20,000.00 by adding this motor control center now, rather than adding it at a later date.

Staff recommends approval of the Main Treatment Plant Headworks change order in the amount of \$54,145.00.

No further discussion.

Motioned by Aldr. Turner, seconded by Aldr. Monken. Approved unanimously by voice vote. **Motion carried.**

3.1 Recommendation to Approve Proposal and Waive the Bid Process for Emergency Repairs for East Side Wastewater Treatment Plant

John Lamb presented. On July 23, during a high flow event due to a significant amount of rain, one of our two final clarifiers (which is one of our main tanks) malfunctioned and ceased to operate. There is a sludge manifold system at the bottom of this tank that became unlevelled which caused it to stop rotating around the tank. This happens over time due to constant operation and wear and tear. This particular piece is 25 years old. We do have two of these final clarifiers; the other one will remain in operation while this one is being repaired. Due to the urgency of the repair, we have contacted a company that has repaired this piece of equipment along with others in the plant and is an authorized company to repair this equipment.

The estimated cost of this repair is \$53,250.00. This was not an anticipated cost and therefore not budgeted so we need to take this out of our Sewer and Wastewater reserves.

Staff requests waiving the bid and recommending approval of a proposal from DPS Equipment Services in the amount of \$53,250.00.

Aldr. Rogina: What does that reduce the reserves to?

Mr. Lamb: I'm not sure. I can find out and get back to you.

Chairman Stellato: Can you please find out and get back to us before final Council vote? You've got to make the emergency repairs, but it would be good to know before the final Council vote. Can you do that?

Mr. Lamb: Yes.

Aldr. Carrigan: Aren't the water reserves probably the less funded reserves right now?

Mr. Lamb: Correct, yes.

Aldr. Carrigan: Do we have this in reserves or are we pulling out of general funds?

Mr. Lamb: We do have it in reserves, it will be coming out of the Sewer fund.

No further discussion.

Motioned by Aldr. Carrignan, seconded by Aldr. Turner. Approved unanimously by voice vote. **Motion carried.**

4.a. Recommendation to Approve a Resolution for the City of St. Charles to Execute an Agreement Joining the River Valley Training Consortium for Police Training Opportunities

Chief Lamkin presented. This is a resolution to approve entering an agreement. 17 Local Law Enforcement Agencies from South Elgin to Kendall County have decided that we have a lot of resources to share on occasion with instructors and training. To formalize this we have a River Valley Training Consortium so we can combine resources at no cost.

I recommend we enter into this agreement.

No further discussion.

Motioned by Aldr. Carrignan, seconded by Aldr. Payleitner. Approved unanimously by voice vote. **Motion carried.**

5.a. Update on Fire Department Initiative to Seek Accreditation Status

Chief Mullen presented. I am here to apprise you of the fact that the Fire Department has become an applicant agency to pursue accreditation through the Commission on Fire Service Accreditation International, and to give you a brief orientation of what the process is and why we've decided to do this.

Accreditation is a validation on an organization by an outside agency regarding the quality and excellence of their services. The purpose for seeking accreditation is to assess the effectiveness, efficiency and excellence of the organization as measured against well-defined benchmarks established by the accreditation agency. The agency that we would be seeking accreditation through is the Commission on Fire Services Accreditation International. This is an agency that was formed by an interagency agreement originally between the International Association of Fire Chiefs and the International Association of City and County Managers. They are the primary groups that populate the commission. There are also additional groups that have representation on the Commission that includes the Department of Defense. The Department of Defense has many independent fire service agencies. It also includes some professional standards organizations, the Insurance Services Offices (ISO) and the National Fire Protection Association as well as the International Association of Fire Fighters.

How does it work? Primarily, most accreditations consist of five things.

1. An independent standards setting body.
2. A body of standards accepted by that agency.
3. The agency seeking accreditation does a vigorous self-study as to how they measure up to those standards. The whole purpose behind accreditation is to self-study; the self-study helps you see how your organization measures up to a wider standard.
4. Once you have completed the self-study, there is an on-site evaluation by representatives of the independent accrediting body.
5. Approval and recognition.

With regard to our process, it consists of ten categories which are the main services we perform. There are 43 different criteria which are things that are generally accepted as things we need to do to meet the needs of the community. There are 253 performance indicators which, quite frankly, are the things that make us better.

The challenge to this really is an issue of time and money, mostly an issue of time. This would be a major initiative for the Fire Department over the next year. We estimate 12-18 months to complete the process. We'd like to have this done some time in late 2012, early 2013. The cost overall is approximately \$5,200.00 for the accreditation review from the agency, about \$6,000.00 to have the assessors come out and roughly \$1,000.00 to send our representatives to receive recognition.

Right now there are 138 agencies mostly in the U.S. and Canada, represented primarily through the military bases. There are 13 agencies in Illinois that are accredited and we would like to become the 14. The process has begun and we are going to use a multi-disciplinary approach; we are going to recruit throughout the organization to do this, because quite frankly, one person can't do this.

Aldr. Rogina: The State of Illinois does not demand that you become accredited?

Chief Mullen: No, this is something we chose to do.

No further discussion.

6.a. Recommendation to Approve Two Class B1 Liquor Licenses for Colonial Café & Ice Cream (two locations)

Mayor DeWitte presented. You have before you tonight two applications for two B1 Liquor Licenses for Colonial Café & Ice Cream at their two locations here in St. Charles. These are B1 Licenses. The question arose before the meeting; B1 designates there is no holding bar associated with this license application. All service is table service. The two managers have been through the review process. The manager on the west side has in fact received his Bassett Certification. The manager on the east side, his Bassett

Certification is pending. Of course the license would not be issued until that certification was received here at the City.

The hours of these two restaurants are 10:00 p.m. during the week; 11:00 p.m. on the weekends. This license is for beer and wine only. The Chairman and President of Colonial Ice Cream, Tom Anderson, is with us this evening in the event anyone has any questions. I would ask for review and approval.

Aldr. Martin: Tom said earlier he wanted beer and wine only; that's a B4. Why is this a B1?

Mayor DeWitte: As I look at the application, B1 classification designates no holding bar, which his two establishments meet that criteria.

Mr. Anderson: Tom Anderson, 712 Horne Street, St. Charles. To answer your question, Aldr. Martin, we'd like to have this extra service available for breakfast/brunch business. Mimosas are popular, we have a private party room so if someone wants to rent it and have a little champagne to go with their party for special events, we are able to satisfy people on that basis. So that's where a small restaurant category fits best with our long term use of all facilities.

Aldr. Martin: Then it's not just beer and wine.

Mr. Anderson: The main menu says beer and wine.

Aldr. Martin: But with B1 you have the availability to serve other drinks.

Mr. Anderson: Correct, as I mentioned, with the breakfast / brunch business, we'd like to offer Mimosas, which are champagne and orange juice.

Mayor DeWitte: I believe champagne is considered wine.

Chairman Stellato: There is a technical question on the table about whether B1 covers beer and wine only; can we check into that before Council vote? Is that what you are looking for, Jim?

Aldr. Martin: No, if he wants the B1 then it calls for B1 on his license. He just said earlier that he wanted beer and wine only.

Mr. Anderson: The intent at this point is to do that. We've been here for 110 years, someone asked me what would be grandfather think; the one big compromise my dad made back in the 50's is that he started serving burgers in an ice cream place and it isn't a true ice cream store anymore. We've made changes through the years, and at this point we've become a restaurant.

Motioned by Aldr. Monken, seconded by Aldr. Rogina. Approved unanimously by voice vote. **Motion carried.**

Mayor DeWitte: A point of order, is this for both licenses?

Chairman Stellato: Yes.

Chairman Stellato: Please call a roll call vote.

K. Dobbs:

Monken: Yes

Carrignan: Yes

Payleitner: Yes

Turner: No

Rogina: Yes

Martin: No

Krieger: No

Lewis: Yes

Chairman Stellato: Motion carries.

7. **Additional Business**

Chairman Stellato: September's Government Services Meeting has been cancelled so we will not pick up Government Services again until October.

John, you are going to get us an explanation about the reserve funding for the water reserve before the next Council meeting so we have an idea about that.

8. **Executive Session**

Aldr. Carrignan: I move we go into Executive Session to discuss land acquisition.

Chairman Stellato: Please call a roll call vote.

K. Dobbs:

Monken: Yes

Carrignan: Yes

Payleitner: Yes

Turner: Yes

Rogina: Yes

Martin: Yes

Krieger: Yes

Lewis: Yes

Motion carried.

9. Adjournment

Meeting adjourned at 7:45 p.m.

Motion by Aldr. Martin, seconded by Aldr. Carrigan. No additional discussion.
Approved unanimously by voice vote. **Motion carried.**