

**MINUTES  
CITY OF ST. CHARLES, IL  
GOVERNMENT OPERATIONS COMMITTEE  
MONDAY, APRIL 2, 2012**

**1. Opening of Meeting**

The meeting was convened by Chair. Martin at 7:23 p.m.

**2. Roll Call**

**Members Present:** Chair. Martin, Ald. Stellato, Monken, Carrignan, Payleitner, Turner, Rogina, Krieger, Bessner, and Lewis

**Members Absent:**

**Others Present:** Brian Townsend, Chris Aiston, Chris Minick, Chief Mullen, Peggy Forster, Mark Koenen, Kathy Livernois, and Chief Lamkin

**3. Omnibus Vote**

None

**4. Fire Department**

- a. Recommendation to approve a Resolution Authorizing the City of St. Charles, as Lead Agency, to Execute an Agreement for Paramedic Services with Paramedic Services of Illinois, Inc. on Behalf of Tri-City Ambulance Service.**

**Chief Mullen:** This resolution is authorizing the City as lead agency for Tri-City Ambulance to execute agreement with Paramedic Services of Illinois on behalf of TCA. From past discussions you may recall where this agency was the winner of the RFP evaluation process and was awarded the contract. The city attorney has drawn up language for contract and has been signed by Paramedic Services and we are looking for a resolution to authorize the contract.

Motion by Ald. Stellato, second by Monken to recommend approval of a Resolution Authorizing the City of St. Charles, as Lead Agency, to Execute an Agreement for Paramedic Services with Paramedic Services of Illinois, Inc. on Behalf of Tri-City Ambulance Service.

**Voice vote:** unanimous; Nays: None. Chair. Martin did not vote as Chair. **Motion carried.**

**5. Police Department**

- a. Recommendation to approve street and parking lot closures for the Fine Arts Fair.**

**Chief Lamkin:** For your review is the annual Fine Arts Fair. The request this year is similar to previous years. We've done a good job at minimizing any costs that would be outside of using normal city time. Barricades would be distributed as part of normal work hours and would be put up without using overtime and similarly when the event is over at the end of the weekend, we can pull them down and our duty people will pull them off of Main Street. We are requesting approval of this event.

Motion by Ald. Stellato, second by Carrignan to recommend approval of street and parking lot closures for the Fine Arts Fair.

**Voice vote:** unanimous; Nays: None. Chair. Martin did not vote as Chair. **Motion carried.**

**b. Recommendation to approve a Resolution Requesting the Closure of Routes 64 and 31 for the Memorial Day Parade.**

**Chief Lamkin:** Next is the annual Memorial Day Parade for approval of a resolution that gets sent to IDOT to get approval for closure of Main Street and Route 31 during the period of time the parade is ongoing. We are requesting approval.

Motion by Ald. Krieger, second by Carrignan to recommend approval of a Resolution Requesting the Closure of Routes 64 and 31 for the Memorial Day Parade.

**Voice vote:** unanimous; Nays: None. Chair. Martin did not vote as Chair. **Motion carried.**

**c. Recommendation to approve street closings for the Annual Pride of the Fox Riverfest.**

**Chief Lamkin:** This item is for the annual Pride of the Fox Riverfest. Items up for approval tonight are a Class E liquor license for alcohol service. We've kept the same hours as we have done in previous years with last call at 10:45 p.m. and the alcohol area would be cleared no later than 11:00 p.m. Music would go no later than 10:30 p.m. Street closures are similar to last year. We've outlined the estimated cost from Police, Public Works, and EMA and also the Pride of Fox sponsors are requesting similar financial participation up to \$18K as was the arrangement last year.

**Ald. Carrignan:** Is this \$19K in addition to the stop lost?

**Chief Lamkin:** The \$19K is what we estimate our costs will be for the event.

**Ald. Stellato:** Is the request for \$18K or \$19,963?

**Julie Farris:** The request has been traditionally for an \$18K stop gap and how we inherited that was to prevent Riverfest taking a loss in case of bad weather. What we've traditionally

done with the cost is paid 50% of all the cost in line with being a not-for-profit doing an event.

**Ald. Carrignan:** Okay and this part of this \$19K that we're talking about is the cost for the City?

**Ald. Rogina:** Going back to Ald. Carrignan's point; \$19K is the City cost, so can I assume that the total cost is \$38K?

**Brian Townsend:** They get the \$18K plus they get 50% support on the services; so the City's total commitment would be \$18K plus half of the \$19K. So \$28K is our estimated financial commitment to this event.

**Julie Farris:** And the \$18K is per se loan that if we make a profit, we will actually pay that portion back.

**Chrmn. Martin:** Asked for the motion to this item be separated into three separate items.

Motion by Ald. Stellato, second by Krieger to recommend approval of the street closures.

**Voice vote:** unanimous; Nays: None. Chair. Martin did not vote as Chair. **Motion carried.**

Motion by Ald. Stellato, second by Carrignan that the City pays the stop gap cost up to \$18K and 50% of the \$19,963 towards the Pride of the Fox Riverfest.

**Voice vote:** unanimous; Nays: None. Chair. Martin did not vote as Chair. **Motion carried.**

Motion by Ald. Stellato, second by Monken on the amplification as outlined in the staff memo.

**Voice vote:** unanimous; Nays: None. Chair. Martin did not vote as Chair. **Motion carried.**

Motion by Ald. Stellato, second by Monken to approve a liquor license for this event.

**Voice vote:** unanimous; Nays: Krieger. Chair. Martin did not vote as Chair. **Motion carried.**

**d. Recommendation to approve St. Charles Knights of Columbus Fall Classic 5K Run.**

**Chief Lamkin:** This is a new event this year that we had requested. We've outlined a request which will require some barricading, it's on a Saturday morning, being sponsored by

the Knights of Columbus. We did outline for your consideration the estimated cost of \$2,036 for Police, Public Works, Fire Department, and some personnel and barricading. This is also a not-for-profit and a new event, so we don't have money budgeted on either side of this. The sponsors are here and are asking for the City to consider at a minimum to cover half the cost, but if the Council wishes – to cover all the cost.

**Ald. Rogina:** Well it's a non-budgeted item and we've been harping on this for a few sessions; so if I understand our policy of 50%; its 50% of the \$2,036 we would agree to do. That would be \$1,018.

**Ald. Carrignan:** I guess we can get nickel and dimed all year long with these requests, all of them are worthy, and all of them are good; so I'm not taking that away. I think we should set up some kind of policy that if you want to run an event downtown that there has to be some sort of cutoff date so we can put it into the City budget. One of the things that the City has done, as we heard here this evening, is that we do a very good job of managing our finances; and the first way to get holes in your finances is to get a bunch of little leaks. It's \$1,000 and I'm going to vote yes because it is a worthy cause, but maybe we should look at making a policy that says March 1 you need to have these in for the following fiscal year and this way we don't have these little leaks in our budget that make it fiscally unsound.

**Chief Lamkin:** We do have in the policy time limits for when people come in advance of the event. This being in September, they have met that burden. The policy only allows for a 50% participation if it's a not-for-profit, but it leaves it open to the Council's discretion if you want to go beyond that. When we intake these applications, we cover that in the preparation meeting in terms of how the funding is handled, but we are also careful to point out that it is up to your decision on a final basis whether its paid at 50% or 100%. Where we run into this is when we have events that we have not experience before and don't have any factors built into our overtime to cover that.

**Ald. Krieger:** I would be interested in knowing what other communities do with these non-profits as far as providing services – what funding they receive? It seems like since we've started paying 50% the non-profits agencies holding events in St. Charles has quadruple. I'm wondering if they are coming here because we pay more.

**Chief Lamkin:** I wouldn't say they're coming here because we pay more. What we've seen in some instances that they know we have a policy in terms of how the participation goes. In some cases we've made sure they were non-profit before they came before you. I do think we go on an ebb and flow somewhat in the events we have. Looking out to the rest of the year there are a couple of more events coming which one of them is new. We do try to keep the costs down as much as we can so as not to discourage people from being able to come here. We got a nice riverfront that is very attractive to these kinds of events and they are here to make some money as a charitable organization and the more people who participate that helps them too.

**Ald. Carrignan:** I don't disagree with you. As I said last week, this is a worthy cause and it brings people downtown St. Charles. It becomes a destination. I don't have a problem with non-profits, but to Jo's point we seem to get a lot of them lately. The issue I have is it's a non-budgeted item and to keep these non-budgeted items maybe we need to look at a budget line called events downtown.

**Ald. Krieger:** We seem to have so many street closures; who can I forward my calls to this time?

**Chief Lamkin:** We receive phone calls too and we try to get these things posted as much in advance. We do look at the routes and try to stay off the streets as much as possible for that reason. We recognize that.

**Ald. Krieger:** I'm not opposed to these sponsors, but we are inundated with these things and every time you turn around the streets are closed.

Motion by Ald. Rogina, second Carrignan to recommend approval of the St. Charles Knights of Columbus Fall Classic 5K Run and approval of 50% of the cost of \$2,036.

**Voice vote:** unanimous; Nays: None. Chair. Martin did not vote as Chair. **Motion carried.**

- e. **Recommendation to waive the bid procedure and ask for approval to purchase four Dodge Chargers from St. Charles Chrysler Dodge Jeep Ram for \$96,132.**

**Chief Lamkin:** This item is for our squad car replacements. We've known for a couple of years that the Crown Victoria was going away which has become the work horse for police departments for marked police cars. We did start looking at this two years ago to see what would be the best solution to replace the Crown Victoria. After identifying the differences between the Charger, which we put one Charger into use, that has been very successful for us. We also looked at the Chevy Impala and a new Chevy Caprice has come out as a police car for unmarked use, but it's come out as a police pursuit car. That is a new car this year and we looked at that one very hard but came back based on the design and ergonomics of the Charger for our use. There were some changes made in 2012. At this point the cars that need to be replaced are 2007 and are running about 100K miles and have met the burden of the Fleet Committee for replacement. The fourth car is the one we had in the shop last year, there was a fire and it got burned, and we've been paid for that. So we have four cars to replace right now and recommend we replace them with the Dodge Charger. We've been successful also in getting a very competitive price locally to buy these which is under the suburban pricing that's out there. We are requesting to waive the bid procedure and purchase these cars from St. Charles Dodge.

Motion by Ald. Carrignan, second Stellato to recommend waiving the bid procedure and ask for approval to purchase four Dodge Chargers from St. Charles Chrysler Dodge Jeep Ram for \$96,132.

**Voice vote:** unanimous; Nays: None. Chair. Martin did not vote as Chair. **Motion carried.**

- f. **Recommendation to approve street closings for Annual Farmers Market June through October.**

**Chief Lamkin:** This is the same event we've had the last few years, same location, same setup. It's worked very well and we are requesting approval as identified to hold it on the streets.

Motion by Ald. Krieger, second by Monken to recommend approval of street closings for Annual Farmers Market June through October.

**Voice vote:** unanimous; Nays: None. Chair. Martin did not vote as Chair. **Motion carried.**

#### 6. **Finance Department**

- a. **Recommendation to waive the bid procedure and accept the low proposal (unit costs) from Meyer Material for all types of ready mix.**
- b. **Recommendation to award the bid to Arthur J. Lootens & Son, Inc. (West Chicago) for tipping fees for dumping spoils (clean fill).**
- c. **Recommendation to waive the bid procedure and accept low quotes from Allied Asphalt and Superior Asphalt.**
- d. **Recommendation to award hauling/excavation work and stone/gravel to C H Hager Excavating, Inc.**
- e. **Recommendation to waive the bid procedure and accept the low quotation from HD Supply for aluminum and copper cable.**
- f. **Recommendation to waive the bid procedure and award quote to West Side Tractor Sales Company for asphalt roller replacement.**
- g. **Recommendation to approve an Ordinance Authorizing the Sale of Personal Property Owned by the City of St. Charles.**
- h. **Recommendation to waive bid procedure and award agreement with Fountain Technologies, Ltd.**
- i. **Recommendation to waive procedure and accept the unit cost quote submitted by Fox Valley Lawn Care for lawn moving services.**

**Chris Minick:** All of these next items under the Finance Department are a yearly request for several commodities and service purchases that need to be renewed on an annual basis for the next fiscal year. We typically request approval for items such as ready mix, asphalt, stone and gravel, tipping fees and dumping expenses, etc. Each of these individual items have either been through a bid process then quoted or have been awarded to a vendor who

won a prior bid process, fair quotation process, and are holding their prices for the next fiscal year. That is with regard to everything except for item G. Item G is an ordinance that authorizes an on-line auctioning of several items of personal property that typically have been confiscated or items come through the police process and are now surplus and available for sale and we do anticipate auctioning them off on the on-line auction process.

**Ald. Rogina:** Is it appropriate except for item G to motion them all at once.

Motion by Ald. Carrigan, second by Stellato to approve all Finance items A through I with the exception of item G.

**Voice vote:** unanimous; Nays: None. Chair. Martin did not vote as Chair. **Motion carried.**

Motion by Ald. Carrigan, second by Stellato to recommend approval of an Ordinance Authorizing the Sale of Personal Property Owned by the City of St. Charles.

**Voice vote:** unanimous; Nays: None. Chair. Martin did not vote as Chair. **Motion carried.**

## 7. City Administrator Office

### a. Recommendation to approve a Resolution Approving a Policy Regarding Use of Municipal Center Meeting Rooms.

**Brian Townsend:** This evening is a recommended policy statement regarding the use of city meeting rooms. Right now we have between 25-30 different non-profit groups who use our meeting rooms for a variety of reasons. Some are homeowner associations, some use rooms for other purposes and up until this point we have not had a specific policy regarding this. That's the first part. The second part is typically on nights when this building is open there is nobody who is really monitoring the activities that are going on here. So beginning May 1 we have budgeted funds to have a member of our EMA staff sit at the front desk and greet people who come in and direct them accordingly and monitor the meeting events that are occurring here when the building is in use. What we are proposing is that the City will assume the cost of this staffing except on nights when there is no city meeting taking place. So if the building has to be opened, monitored, and managed for only an outside group they would be asked to pay an hourly fee for the use of the space. That is fairly typical of other organizations here in St. Charles and other municipalities follow the same policy. That fee as of May 1 will be \$15 an hour which is reasonable and it still provides groups the opportunity to meet here and use our rooms for their events and activities. The other thing important to mention is that we did send a letter to all the groups who currently use our facilities, advised them of this proposal change, and most of them are working with staff in trying to meet on a night when the City is already here and the building is already open either for City Council, Plan Commission meeting or Historical Preservation, etc. Others that can't do that or we can't accommodate their needs will have to pay the fee or try and

find another facility here in the community where they could meet. It's safe to say that we haven't had any major objections to this policy. Everyone understands it. They believe we have been generous up to this point and we've been able to open the facility. As a Department Director group we've talked about this and felt it's just too much of a risk to have groups here meeting and not have anyone here on our behalf to oversee and manage the events. We are recommending approval of this policy.

**Ald. Carrignan:** When this first came up I was somewhat against it, but the more I thought about it and looked into it 1) the low price we are asking and 2) this is a public building that people can walk in and out at any given time; as long as people are here and we don't charge them I think that's fine, but if we are opening the building for them, I think we should get that fee.

Motion by Ald. Carrignan, second by Stellato to recommend approval of a Resolution Approving a Policy Regarding Use of Municipal Center Meeting Rooms.

**Voice vote:** unanimous; Nays: None. Chair. Martin did not vote as Chair. **Motion carried.**

**8. Additional Items - None**

**9. Adjournment**

Motion by Stellato second by Monken to adjourn meeting at 7:47 p.m.

**Voice vote:** unanimous; Nays: None; Absent: Lewis. Chair. Martin did not vote as Chair. **Motion carried.**

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