

**MINUTES
CITY OF ST. CHARLES, IL
GOVERNMENT SERVICES COMMITTEE MEETING
MONDAY, JULY 22, 2013, 7:00 P.M.**

Members Present: Chairman Martin, Aldr. Stellato, Aldr. Silkaitis, Aldr. Payleitner, Aldr. Lemke, Aldr. Turner, Aldr. Bancroft, Aldr. Krieger, Aldr. Bessner

Members Absent: Aldr. Lewis

Others Present: Raymond P. Rogina, Mayor; Brian Townsend, City Administrator; Mark Koenen, Director of Public Works; Peter Suhr, Assistant Director of Public Works; James Bernahl, Public Works Engineering Manager; John Lamb, Environmental Services Manager; Tom Bruhl, Electric Services Manager; James Lamkin, Police Chief; Joseph Schelstreet, Fire Chief

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

2. Roll Call

K. Dobbs:

- Stellato: Present
- Silkaitis: Present
- Payleitner: Present
- Lemke: Present
- Turner: Present
- Bancroft: Present
- Martin: Present
- Krieger: Present
- Bessner: Present
- Lewis: Absent

3.a. Electric Reliability Report – Information only.

3.b. EAB Control Efforts – Information only.

4.a Presentation to provide Update on IL Route 64 Projects – Information only.

James Bernahl presented. Regarding the west contract; crews continue to work on the installation of retaining wall 2 and retaining wall 3. Retaining wall 2 is near Cedar Avenue and retaining wall 3 is near Hunt Club Drive; this work is expected to be completed in very quick fashion. Crews are continuing to close up the remaining storm sewer work, specifically to North 8th Avenue. There is a section of the culvert that needs repair and that should be completed by the end of this week, and that will allow the contractor to close up the last section between 7th and 8th Avenue.

The contractor is also working on the last piece of water main across from 1615 and 1715 East Main Street on the north side; there is a section that as the road was widened, additional installation of water main was required. That will be the last piece of City utility work that the contractor will be working on.

Crews have started placement of asphalt material near the intersection of Dunham Road heading east. The base will continue to be put down and the roadway will be ground from 11th Avenue east.

Regarding the east job, crews are finishing the middle section by the entrance to Pheasant Run. That work is expected to be completed in the next week and a half. Crews will then move west to the intersection of Smith / Kautz and will keep east/west traffic moving as best they can. The contractor has also primarily completed the bridge at Powis Road. The only items missing are the approach slabs on the east and west side. The contractor is working on that now; once complete that will allow the intersection of Powis Road to be opened to the general public.

You may have noticed a lot of concrete has been put down; the batch plant has been working overtime and they are installing the asphalt sub-base of those roads and placing concrete main line, which will get traffic back to four lanes shortly.

Regarding the construction schedule; the west project, which is primarily from 7th Avenue heading east to Kirk Road is going to be completed by August 30. This will exclude minor restoration and ancillary work; things that may require daily lane closures, but the roads will be opened back up at night. The schedule is based on the State of Illinois Standards for installing grass and vegetation. The east project has a substantial completion date of October 1. The ancillary work won't be as critical on that section because we will be past the IDOT Vegetation Restoration deadline.

Aldr. Turner: Where does the asphalt start and where does the concrete start between 7th Avenue and Kirk Road?

Mr. Bernahl: It goes up to just west of Cedar; that's where it terminates and becomes asphalt from that point east until Kautz/Smith and then it's all concrete.

Aldr. Silkaitis: They are doing asphalt and putting concrete on top, correct? Did they do that when they did Main Street downtown? Is this something new?

Mr. Bernahl: Yes, this is something new the State is doing; it's called a 30 Year Life Design. Most of the roads you see now are based on a 20 year useful life. IDOT did testing and determined if asphalt is used as a sub-base and then build the concrete road on top of it, the roadway will last much longer; you will get an extra 10 years.

Aldr. Stellato: Jim, I know this isn't in our community, but we had an event last week and some Chamber Businesses asked about the Rt. 38 / Kautz Road intersection construction. Do you know anything about when that might end?

Mr. Bernahl: I do not. The City of St. Charles has not been invited to the weekly meetings.

No further discussion.

4.b. Recommendation to Prepare an Ordinance approving street name change for Charter One Avenue.

Mark Koenen presented. This is a request from US Bank to change the street name of Charter One Avenue to King Edward Avenue. US Bank is the new tenant of the former Charter One building; they obviously didn't like the marketing that brought to their building and they asked if we would consider a street name change. This is not something we have done frequently in St. Charles, but there are no tenants which have addressing on Charter One Avenue, so it seems like a convenient time to make the name change. Also, from a motorists' perspective, it would be nice to have a continuous roadway name between Smith Road and the residential area to the north.

Staff recommends directing staff to prepare an Ordinance.

No further discussion.

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

4.c. Recommendation to approve Design Engineering Services for the IL Rt. 25 Watermain Replacement Extension.

James Bernahl presented. Staff is requesting professional design services for the replacement of the existing water main on North Avenue from North Avenue all the way to Q Center. Staff requested nine proposals; we received eight back. Staff has reviewed the proposals as part of an RFQ/RFP process. Of the eight proposals received, Trotter & Associates provided the best overall scope for the project and understanding of the principals. Based on that, Trotter provided a design price of \$93,876. This is within the

budgeted amount; staff recommends approving a contract with Trotter & Associates for an amount not to exceed \$93,876.

Aldr. Krieger: When will the actual construction take place, and how much of the roadway will it affect?

Mr. Bernahl: The construction is anticipated to begin in April/May, 2014. The design will determine how much construction activity might interfere with traffic on North 5th Street. Our goal is to not close the road at all by working in the parkway areas. However, once we get into the design we can see what obstacles we are facing that might prevent that.

No further discussion.

Motioned by Aldr. Krieger, seconded by Aldr. Stellato. Approved unanimously by voice vote. **Motion carried**

4.d. Recommendation to approve Contract Extension with Capital Infrastructure, LLC.

Mark Koenen presented. This is a contract extension with Capital Infrastructure, LLC. This firm is located in Springfield, IL and we have retained them to assist us with IDOT matters. They have been particularly helpful in processing Red Gate Bridge requests as well as IL Rt. 64 requests. The extension of this contract would take us through the end of the fiscal year, which should get us through the bulk of the billing period for the Red Gate Bridge and IL Rt. 64 projects.

Staff recommends approval.

No further discussion.

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

4.e. Recommendation to approve a budget addition for electric utility work related to the McDonalds Rebuild at 1915 West Main Street.

Thomas Bruhl presented. As part of the work for the McDonalds rebuild at 1915 West Main Street, we are going to have to do work on their behalf as they move the restaurant to the west. We do not budget new business projects, we wait until we get a new building permit. At that point, we can estimate the job, know exactly what it's going to cost and come to you for a budget addition.

100% of the funds for the budget addition would be offset when the customer pays the building permit. Although this project has been deferred to spring, in March they want to have the building permit ready to go.

Staff recommends approval of a budget addition to the electric utility for the McDonalds rebuild in the amount of \$25,000.

No further discussion.

Motioned by Aldr. Lemke, seconded by Aldr. Krieger. Approved unanimously by voice vote. **Motion carried.**

4.f. Recommendation to approve 107 – 109 East Main Street Building Improvements Project.

**ITEM CONTINUED FOR 30 DAYS AND PRESENT AT AUGUST 19, 2013
GOVERNMENT OPERATIONS COMMITTEE MEETING.**

No further discussion.

Motioned by Aldr. Stellato, seconded by Aldr. Bancroft. Approved unanimously by voice vote. **Motion carried.**

4.g. Recommendation to approve Contractual Services for Storm Sewer Catch Basin Cleaning Services.

Peter Suhr presented. City staff solicited vendors to assist with storm sewer catch basin cleaning. An RFP was issued to five separate contractors at that time. This is the third year of a four year commitment of preventative maintenance cleaning of our storm sewer structures in the central core of our City. Last year we focused on the east quadrants, this year we begin on the west. United Septic was the most cost competitive and are the most qualified per the RFP. The contract will not exceed the \$65,000 that has been budgeted.

Staff recommends approval of the contractual services for storm sewer catch basin cleaning.

Aldr. Lemke: Do you have an engineers' estimate of where you thought this might come in at?

Mr. Suhr: It is not in your packet, but yes, we do prepare an estimate. Again, it was prepared two years ago and it did come in within budget at the time.

No further discussion.

Motioned by Aldr. Stellato, seconded by Aldr. Bancroft. Approved unanimously by voice vote. **Motion carried.**

4.h. Recommendation to approve Contractual Services for Stormwater Televising and Cleaning Services.

Peter Suhr presented. City staff also solicited vendors to assist with storm water televising and cleaning services. A request for proposal for these services was issued to six separate contractors. This is the third year of a four year commitment to investigating storm water mains in the central core of our city. These services provide us detailed televised information of each Stormwater main which will be used by staff to analyze and prioritize repairs and capital projects in the future.

Visu-Sewer of Illinois was awarded the original contract. The contract will not exceed the \$65,000 budgeted amount.

Staff recommends approving contractual services for Stormwater televising and cleaning.

No further discussion.

Motioned by Aldr. Bessner, seconded by Aldr. Krieger. Approved unanimously by voice vote. **Motion carried.**

4.i. Recommendation to approve Asphalt Parking Lot Construction Project.

Peter Suhr presented. The Public Services Division is recommending asphalt binding, resurfacing and striping to the City parking lot that is leased from the Baker Methodist Church which is located on the corner of Main Street and North Third Avenue. Plote Construction was awarded the 2013 Street Rehabilitation Project this year. They completed this work and honored their competitive pricing. As noted in your packet, this work was already completed. Unfortunately last week, without Council authorization, we had a process error within our department, and we apologize for that mistake.

I want to reassure you this project was in our original budget and is scheduled to be completed this summer. The total project cost of \$35,690 was under that budgeted amount.

Staff recommends approval of the asphalt parking lot construction project.

Aldr. Krieger: I would like to say this looks very nice and was well worth the money.

No further discussion.

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

4.j. Recommendation to waive the formal bid process and approve purchase of a Trailer Pump from Xylem/Godwin for the Sanitary Sewer Division.

John Lamb presented. This is a recommendation to waive the formal bid process and approve the purchase of a trailer pump for the Sanitary Sewer Division. We currently have six of these pumps that are used in emergency and maintenance situations. Staff contacted three vendors and received two quotes.

Staff recommends waiving the formal bid process since we requested proposals and approve purchase to the lowest bidder, Xylem/Godwin for a trailer pump.

Aldr. Silkaitis: What happens to the old pumps? Do we sell them on the City auction site?

Mr. Lamb: We are standardizing the pumps, so we will salvage whatever parts we can for future use.

No further discussion.

Motioned by Aldr. Silkaitis, seconded by Aldr. Stellato. Approved unanimously by voice vote. **Motion carried.**

4.k. Recommendation to approve Change Order No. 4 for Biosolids Building Construction Project.

John Lamb presented. We have seven items for a Change Order in the amount of \$21,726. This amount will be taken out of our project contingency fund and will be included in our low interest loan for that project.

Staff recommends approval of Change Order No. 4.

No further discussion.

Motioned by Aldr. Stellato, seconded by Aldr. Silkaitis. Approved unanimously by voice vote. **Motion carried.**

4.l. Recommendation to approve Refuse Ordinance Authorizing Amendment of Title 8 “Health and Safety” Chapter 8.24, “Garbage and Refuse”, Section 8.24.040 “Charges and Bills” of the St. Charles Municipal Code.

John Lamb presented. Council approved the Solid Waste Disposal Contract in July. This language needs to be incorporated into the Ordinance under Title 8. We have listed the three items that need to be changed with the new contract.

Staff recommends approval of the Refuse Ordinance and authorizing amendment of Title 8, “Health and Safety”.

Aldr. Silkaitis: Can you explain, under the single family rates, it says a 65 gallon recycling toter is no charge, and an optional 65 gallon recycling toter is \$1.20 per month?

Mr. Lamb: Correct; residents will receive one free toter, but if they want an additional toter, it’s \$1.20 per month.

Chairman Martin: Kristi, please call a roll.

K. Dobbs:

Stellato: Yes

Silkaitis: No

Payleitner: Yes

Lemke: Yes

Turner: Yes

Bancroft: Yes

Krieger: Yes

Bessner: Yes

Lewis: Absent

No further discussion.

Motioned by Aldr. Krieger, seconded by Aldr. Turner. Approved by roll call vote.

Motion carried.

4.m. Recommendation to approve Renewal of Land Lease and Biosolids Application Agreement.

John Lamb presented. Our treatment plant generates about 4,000 cubic yards of Biosolids annually, which is then applied on 40 acres, as well as on land across the road from the Westside Treatment Plant. This land lease is with Bill and Roger Mangers, and we’ve had it for a number of years.

Staff recommends waiving the formal bid process and renewal of this agreement with Bill and Roger Mangers.

No further discussion.

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

4.n. Recommendation to approve VFW Parking Lot Construction Agreement.

Mark Koenen and James Bernahl presented. I'm here tonight to share information about where we are with the VFW Parking Lot project in terms of budget and schedule.

On the screen in front of us tonight is a picture of the project as it was originally designed; we will refer to this as Exhibit A. This plan was put together to be consistent with the Zoning Code as we have in place today. The budget for this entire project was \$200,000. We went out to receive quotations to build this parking lot and we came in about \$50,000 above that budgeted value. That budgeted value was to include demolition, construction of the lot and also any environmental remediation. Between demolition and environmental remediation, we spent about \$80,000, leaving \$120,000 in the budget. The bid that came in for building Exhibit A was \$170,000, which is over budget by approximately \$50,000.

We went back to the drawing board to see how we could redesign this project to get closer to the \$200,000 budget. Please look at Exhibit B in your packet. Plan B has a scope where we are leaving the existing lot on the south and grinding and resurfacing it. Everything else remains the same. The lot to the north, where the building was, is a new parking facility that meets the 2013 Zoning requirements. If we were to build the project this way, we would be approximately \$26,000 over budget.

The difference between the original budget and reality is that the demolition of the building was budgeted at \$25,000, but the actual cost was \$75,000. The primary difference between these two designs is there is a broader green space along the west side of the new lot in Exhibit B, which is necessary to satisfy the existing Zoning and Code requirements. If you were driving through the lot you would see a "kink" in the aisle as you drive through the lot, but it is not going to be a safety hazard. You have great sight visibility; the lot will be lit in the evening hours, so there shouldn't be any safety issues. But there will be approximately a four foot disconnect with the offset, and it will be the same case on the other side of the lot.

We have three options; 1) build Exhibit A and amend the budget by approximately \$50,000 2) build Exhibit B and amend the budget by approximately \$26,000 c) go back to the drawing board and see if we can cut the project back any further and/or delay the project and rebudget for it in Fiscal Year 14/15. As you may recall, this was being paid for by the Red Gate Bridge levy where we have money. I have spoken with the Finance Department and verified that we do have sufficient funds to cover the additional \$25,000

to \$50,000. If we chose to move ahead, we can have this project constructed in time for Scarecrow Festival.

If we chose to delay the project; we will still have the parking on the south for Scarecrow Festival, just as we have every year, but now it will be a City owned facility as opposed to a VFW owned facility. American Demolition Company is in the process of demolishing the VFW building and will be completed by July 26. It would then be backfilled and safe as an open area for the time being until we complete it in the future.

Aldr. Bessner: If we chose Option B, will the life of the south lot mirror the life of the north lot?

Mr. Koenen: We will have to do additional maintenance on the south lot, but I don't think it will be a financial burden we should be afraid of. We do have a Street Department in Public Works and they can fill pot holes and make curb repairs.

Aldr. Bessner: I'm just trying to figure out if we should spend all the money now or utilize Option B if it's going to save us money?

Mr. Koenen: We have always called this a temporary parking facility. There is a larger plan ten years down the road where this parking lot will change to a different configuration.

Aldr. Stellato: We are also talking about image. Having the green strip on the west side continue all the way to Cedar has a positive impact on the entire neighborhood and I would prefer to see the green strip. I also think the ten year plan for the deck or anything else that might happen in that area someday is more like 20 years, just based on market conditions. I would like to go with a permanent fix; do it right the first time and be done with it.

Chairman Martin: I concur; do it once and do it right.

Aldr. Silkaitis: As much as I hate to spend the money, I want to do it right the first time. I know you are going to grind and overlay the south lot, but it's going to shift and it's not going to look good. I agree with Dan; 10 years is pretty optimistic. I would rather do it right the first time. It's worth the money to keep the image and make it functional for a long time. I vote for Option A.

Aldr. Krieger: I want to put my support behind Option A. I think it would be better to do it and have it look nice because I agree, 10 years is pretty optimistic. I would rather have it all look the same and have the green space and bushes match so the neighborhood feels we are doing them a service.

Ron Johnson: I'm Ron Johnson, I live at 316 West Cedar Street. Are they going to keep the landscaping on the west side of the parking lot?

Mr. Bernahl: Yes, with Option A, there is a nine foot green space with trees and the existing retaining wall is going to stay. We will enhance the green space to meet City Code, and we will also enhance the landscaping along North Third Street.

Mr. Johnson: How many extra parking spaces are we going to get there?

Mr. Bernahl: I don't have that information with me.

Mr. Johnson: Are they are going to redo the lighting?

Mr. Bernahl: Yes.

Tom Anderson: Tom Anderson, 712 Horne Street. I had the privilege of being the owner across Third Street since 1917. We have seen a lot of changes. The biggest concern about the existing parking lot to the south is the lack of landscaping on Third and on Cedar. You are showing landscaping on Option A, but on Option B, you wouldn't be changing any landscaping. I think we are missing a crucial point of improving downtown by not having landscaped parking lots.

I will agree this is probably short term, but we have been hearing about multi-deck lots for a long time. Until the City finishes First Street and a few other things, this is going to be a long way off. I would like to have some landscaping that I can see screen the cars in my life time.

Aldr. Stellato: I make a motion to go with Option A.

Chairman Martin: Kristi, please call a roll.

K. Dobbs:

Stellato: Yes

Silkaitis: Yes

Payleitner: Yes

Lemke: Yes

Turner: Yes

Bancroft: Yes

Krieger: Yes

Bessner: Yes

Lewis: Absent

No further discussion.

Motioned by Aldr. Stellato, seconded by Aldr. Silkaitis. Approved unanimously by roll call vote. **Motion carried.**

5.a. Recommendation to approve IDOT Resolutions for the Closure of 2nd St. (Route 31) at Illinois Street for Two High School Homecoming Parades.

Chief Lamkin presented. Staff is asking for approval of an IDOT Resolutions for each High School Homecoming Parade, both on different dates. During the special events process, we met with both of the schools. In the past we held the parades on Illinois. North High School indicated they were okay with it on Illinois. East High School indicated they would be happy with either Main Street or Illinois; but preferred Main Street. We talked about the construction schedule and we know there will be some sections of Main Street complete, but there are still going to be back-ups.

Also, to move the parades back on to Main Street on a Friday afternoon would incur several hundred dollars in Police overtime, but the larger problem is that the long semis have trouble navigating the detour route onto Illinois. Having the parades on Main Street is something that we can revisit next year, but for this year we are recommending to keep the Homecoming Parades on Illinois.

No further discussion.

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

5.b. Recommendation to approve Street and Parking Lot Closures and Amplification for the 2013 Scarecrow Festival.

Chief Lamkin presented. We had a Special Events meeting and went through the original request that was made by the Convention and Visitors Bureau. They have a different coordinator this year, Ravenswood Event Services; and they were present at the meeting. Everything listed in the Executive Summary is similar to last year. They have requested to use the VFW lot so we have left that open in terms of the construction schedule that was discussed tonight.

The other area we had significant discussion about is the closure of Cedar. It was requested to close Cedar and we advised that we didn't want a complete closure there. We have to keep a fire lane open and we have made that very clear. We have recommended a soft closure, meaning North Third and Cedar would be closed during the day, but late at night we would allow opening for access to cars. We are aware of the concern from Mr. Johnson of Johnson's Statuary and we share his concern. He does a significant amount of business as he has a driveway on Cedar. Last year, with the use of barricades, we allowed vehicles to access off of Fourth Street so cars were able to get to his driveway to make pick-ups. That is included in the plan again this year. Amy Egolf is here tonight in the event you have any questions.

Ron Johnson: I own the property on Cedar Street. It's my residence, plus the home of Johnson's Statuary. April started our 40th year there. There was only one time they closed that street about three or four years ago and it just about put me out of business for that weekend. If they can't leave the street open all the way, I feel you should close it all the way because it's too dangerous for people coming off Fourth Street to come as far as my business and have to back all the way up.

All of the people who own property downtown pay thousands of dollars every year on our tax bill for the parking lots. The parking lots were made for customers, not for private individuals to use them. I think if any money is made off the parking lots, it should go toward SSA1 for parking, not to the individual group or organization. When they first created SSA1, they didn't say they were going to close the parking lot they said it was parking for customers. We've been paying that for 30 years on our tax bills every year.

Aldr. Martin: Chief, do you have an answer?

Chief Lamkin: I'm not able to answer the tax question; that is not something I would normally be involved with. Our concern regarding the street closure is that with the volume of pedestrian traffic that we get during the festival, mixing cars with pedestrians is not a good mix for us.

Mr. Johnson: This festival has been going on for 30 years and we have never had an ambulance on the street during the festival.

Chief Lamkin: I can't answer for what we've had previously, but I have to plan for what could happen so we have to have the appropriate contingencies in place in the event someone does need to get through. We require that there is at least a 12 foot lane in the event there needs to be accessibility for emergency vehicles. In other words, they cannot position something there that can't be moved, because they have to be able to get emergency vehicles through there. That is a requirement we have always had in place.

Aldr. Payleitner: Chief, who is on the Special Events Committee?

Chief Lamkin: Representatives from Code Enforcement, which is where the application starts. We generally have someone from Public Works, Electric, Fire and Finance.

Aldr. Payleitner: I ask because previously when we have had closures of streets and parking lots, it was required that they contact the businesses in the area.

Chief Lamkin: We do require that; I can let Amy speak to that.

Amy Egolf: Amy Egolf, 311 North Second Street. We have reached out to the business owners in the area. There are two that I have not yet contacted, those being Isacco's and Mr. Simpson from Alibi, but we have contacted all the other businesses in the area.

Aldr. Payleitner: So you have heard Mr. Johnson's issues already.

Ms. Egolf: Yes, I talked to him about five weeks ago and he expressed the same concerns that he has expressed this evening. Our position, if you will, is that the closing we are suggesting is the same closing we did last year. We understand and appreciate the whole reason we have the festival is to call attention to the businesses in town and so that contradicts, if you will, the fact that we are bringing a festival in and can hurt a business certainly goes against what our goal is, but at the same time, it's a lot of people. Two years ago we have three days of pristine weather and we had between 150,000 and 180,000 people.

Aldr. Lemke: I would only ask if there is an ability to have an 11 foot lane for emergency vehicles, can that be used for a truck delivery as suggested by Mr. Johnson?

Mr. Johnson: They are going to do the same closing as last year; last year the street wasn't closed. It was open.

No further discussion.

Motioned by Aldr. Stellato, seconded by Aldr. Bancroft. Approved unanimously by voice vote. **Motion carried.**

6. Additional Business.

Happy Birthday to Aldr. Krieger!

7. Move to go into Executive Session

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

K. Dobbs:

Stellato: Yes

Silkaitis: Yes

Payleitner: Yes

Lemke: Yes

Turner: Yes

Bancroft: Yes

Krieger: Yes

Bessner: Yes

Lewis: Absent

8. Adjournment from Executive Session

Motion by Aldr. Stellato, seconded by Aldr. Silkaitis. No additional discussion.
Approved unanimously by voice vote. **Motion carried.**

9. Adjournment from Government Services Committee Meeting.

Motion by Aldr. Lemke, seconded by Aldr. Stellato. No additional discussion.
Approved unanimously by voice vote. **Motion carried.**