



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Presentation of 2013-2014 Snow and Ice Control Program

Presenter: Chris Adesso

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 10.28.13
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

Estimated Cost:	N/A	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

Once again, City Staff is prepared to deliver safe road conditions to our community during the 2013-2014 Winter Season. The foundation of our successful Snow and Ice Program has been the ability to mobilize our equipment and personnel to react to many types of storm events including light snows, ice storms and heavy/long-lasting snow events. Plowing and deicing operations start with main routes, connector roads, school zones and Downtown areas, which affect the majority of traffic and emergency routes. Once these areas are cleared and safe for travel, City crews and contractors will be directed to neighborhood streets, cul-de-sacs, alleys and parking lots. Staff maintains 15 heavy-duty plows, 11 light-duty plows, 3 brine distribution trucks and several sidewalk machines that are always ready to react for fast and effective service. City staff will also utilize five separate outside firms to assist with snow clean-up operations to assure a diverse response.

In the last few years, we made some key modifications to our Snow Program, which proved to be a success. Building on that success, we will continue to analyze and revise management goals, control material usage, define and utilize contractual services, increase brine (“Pre-Wetting”) applications and monitor weather with a Computerized Forecasting System (Telvent DTN). With these advances in place, and in particular the success of the brine operation, Staff will continue to evaluate the proper use of materials for each snow/ice event including salt, brine and Thermopoint.

Attachments: *(please list)*

None

Recommendation / Suggested Action *(briefly explain):*

For Information Only. Questions, Discussion and Feedback from Council.

For office use only:

Agenda Item Number: 4.e.i



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve Letter of Agreement with St. Charles Township regarding Snow/ Ice Control

Presenter: Chris Adesso

Please check appropriate box:

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 10.28.13
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	N/A	Budgeted:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
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If NO, please explain how item will be funded:

Executive Summary:

For many years the City and St. Charles Township have mutually agreed to provide snow and ice services for streets under the jurisdiction of the other political body. This cooperation was based on where the delivery of service made practical sense. For example, St. Charles Township performed snow/ice control along the City ROW Dover Hill Court, located at the north end of the Crane Road Estates Subdivision, and we performed snow/ice control along the Township ROW Toni and Bonnie Streets, located along Kautz Road. This letter of agreement addresses in writing the understanding and also addresses liability, along with establishing a five (5) year term. Please understand City legal counsel drafted the liability language included in the agreement.

Attachments: *(please list)*

St. Charles Township Snow Plow Agreement

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve an Agreement regarding Snow/Ice Control between the City of St. Charles and St. Charles Township.

For office use only:

Agenda Item Number: 4.e.ii



#1 City for Families
by FamilyCircle® 2011

October 8, 2013

Ronald C. Johnson, Highway Commissioner
St. Charles Township Road District
1725 Dean Street
St. Charles, IL 60174-1691

Re: Snow Plow Agreement

Dear Commissioner Johnson:

This letter serves to confirm our agreement regarding salting and plowing of snow for a five (5) year contract period from 2013 through the 2018 winter snow seasons.

It is agreed that St. Charles Township ("Township") will plow Peck Road from the bike path on the north to Illinois Route 64; all of Oakwood Drive in the Rainbow Hills sub-division; and Crane Road, from Illinois Route 31 to the entrance of Crane Road Estates. Under a separate agreement, St. Charles Township will plow all of Dover Hill.

In return, The City of St. Charles ("City") will plow the County Line sub-division off Kautz Road, which consists of Bonnie Street, Denny Street and Toni Street; and north one-hundred (100) feet on Seventeenth Street.

The employees of each party performing operations under this agreement shall remain employees of such party and subject to such party's control and direction.

To the fullest extent permitted by law, the Township hereby agrees to defend, indemnify and hold harmless the City, its officers, agents, employees and volunteers, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, costs and expenses, which may in anywise accrue against the City, its officers, agents, employees, and volunteers, arising in whole or in part or in consequence of the performance of this agreement by the Township, its officers, agents, employees, and volunteers, or which may anywise result therefrom, except that arising out of the sole legal cause of the City, its officers, agents, employees and volunteers.

To the fullest extent permitted by law, the City hereby agrees to defend, indemnify and hold harmless the Township, its officers, agents, employees and volunteers, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, costs and expenses, which may in anyway accrue against the Township, its officers, agents, employees, and volunteers, arising in whole or in part or in consequence of the performance of this agreement by the City, its officers, agents, employees, and volunteers, or which may anywise result therefrom, except that arising out of the sole legal cause of the Township, its officers, agents, employees and volunteers.

RAYMOND P. ROGINA *Mayor*
MARK KOENEN, P.E. *City Administrator*

October 8, 2013
Snow Plow Agreement
Page 2

Each party to this agreement shall maintain comprehensive general liability insurance, property damage and casualty insurance and workers' compensation insurance upon such terms and in such amounts as is commercially reasonable.

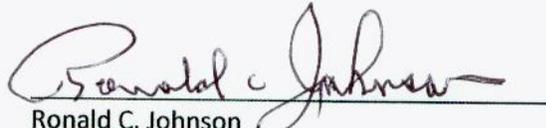
This agreement may be terminated by either party upon ten (10) days written notice to the other party. Such notice shall be given to the signatories to this agreement at the address set forth herein.

Please sign on the line above your name at the bottom of this letter to acknowledge your agreement with this intergovernmental agreement and return to me by facsimile for my records.

If you have any questions, please feel free to contact me at my office.

Sincerely,

Raymond P. Rogina
Mayor
City of St. Charles



Ronald C. Johnson
Highway Commissioner
St. Charles Township Road District

/md



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve Intergovernmental Agreement with CUSD 303 regarding Snow/Ice Control
Presenter:	Chris Adesso

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 10.28.13
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

Estimated Cost:	N/A	Budgeted:	YES	<input type="checkbox"/>	NO	X
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If NO, please explain how item will be funded:

No funding associated with this item

Executive Summary:

The City will grant a license to District 303 for use of the Salt Dome located at Rt. 38 and Karl Madsen Dr. The term of this license shall be five (5) years. The School District shall purchase approximately 400 tons of salt per year. An accounting of salt usage shall be done at the conclusion of each winter season. The School District will be charged using the City's cost per ton of salt for that season.

Attachments: *(please list)*

Intergovernmental License Agreement for the use of the City of St. Charles Salt Dome by School District 303.

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve Intergovernmental License Agreement between the City and School District 303 for the use of the City of St. Charles Salt Dome by School District 303 for the next five (5) years.

For office use only:

Agenda Item Number: 4.e.iii

City of St. Charles, Illinois Intergovernmental License Agreement

For Use of City of St. Charles Salt Dome By St. Charles Community Unit School District No. 303

This License Agreement is made by and between the City Council of the City of St. Charles, a home rule unit (the “City”), and the Board of Education of St. Charles Community Unit School District No. 303, Kane and DuPage Counties, Illinois, a body politic and corporate (the “School District”) pursuant to Article VII, Section 10 of the Illinois Constitution of 1970, which authorizes units of local government, including municipalities and School Districts, to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance, and pursuant to the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.), which authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities and undertakings.

In consideration of mutual covenants expressed herein, the City and the School District agree as follows:

1. **Premises:** The City grants a license to the School District to use the Premises generally described and known as the “Route 38 Municipal Salt Dome” located on Route 38 and Karl Madsen Drive (the “Premises”), which Premises are owned and operated by the City of St. Charles.
2. **Term:** Except as provided in 3, below, the term of this license shall be five (5) years, commencing on the date on which the last of the parties signs this license agreement. The City and the School District agree that at the completion of the term the parties shall review the agreement and determine whether or not it shall be renewed.
3. **Rent:** The annual rent for the Premises shall be ten dollars (\$10).
4. **Use:** The Premises shall be used by the School District solely for the storage of rock salt, which salt shall be removed from time to time for winter application to school premises owned and operated by the School District. To that end, the School District shall purchase from the City (1) winter supply of rock salt (approximately four hundred [400] tons) at the City’s unit cost. The City shall monitor the use of rock salt by the City and by the School District and, at the conclusion of the winter season, shall give an accounting of the use of rock salt by the parties, with an appropriate charge (calculated on the City’s unit cost) to the School District. The School District shall not otherwise interfere with the City’s use of the Premises, and the City’s use at the Premises shall take precedence over the use described in this Agreement.

5. **Assignment or Transfer:** The City shall not assign or transfer this License Agreement without the express prior written consent of the School District.
6. **Maintenance:** The City shall maintain the Premises during the term of this License Agreement.
7. **Taxes and Utilities:** The Premises are currently exempt from real estate taxes. Any property taxes which shall become due and owing on the Premises and any utility costs attributable to the Premises shall be paid by the City.
8. **Governmental Regulations:** The School District shall comply with all applicable requirements of federal, state and local regulatory authorities with respect to the use of the Premises.
9. **Indemnification and Hold Harmless:** The School District shall indemnify and hold harmless the City, its officers and its employees for any claims, causes of action, damages and liabilities, including attorneys fees, arising out of the School District's use of the property as described specifically in this Agreement, except to the extent that such claims, causes of action, damages and liabilities are caused by the negligent or intentional conduct of the City, its officers, employees or agents.
10. **Insurance:** The School District shall provide the City of St. Charles a current acceptable Certificate of Insurance naming the City of St. Charles an additional insured.
11. This License Agreement shall be binding upon, apply to and inure to the benefit of the City and the School District and their respective successors and assigns.
12. This License Agreement shall become effective upon the date of execution by the last of the representatives of the parties as set forth below.

The City of St. Charles, Illinois

**Board of Education of St. Charles
Community Unit School District No. 303**

By: _____
Raymond Rogina, Mayor

By: _____
John Baird, Assistant Superintendent
for Operations

Attest:

Nancy Garrison, City Clerk

Attest:

Christine Rachford, Recording Secretary

Dated: _____



AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve Contractual Services for 2013/2014 Snow/Ice Removal Program

Presenter: Chris Adesso

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 10.28.13
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$74,500.00	Budgeted:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> X	<input type="checkbox"/> NO	
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If NO, please explain how item will be funded:

Executive Summary:

City staff has solicited vendors to assist with snow removal operation for City streets, sidewalks, parking lots, and cul-de-sacs. Request for Proposal (RFP) for Snow & Ice Removal Services was issued to eight (8) separate contractors. The RFP included Detailed Specifications, Available Services (Snow Routes) and Acceptable Equipment to perform the required work. Proposers will be compensated based on an hourly rate for use of the specified equipment.

Of the eight contractors, Staff is recommending to utilize four (4) contractors to help support our Snow Program including TK Sealcoating, CK Hager Excavating, Inc., Discipio Enterprises, Inc., and Schollmeyer Landscape. Each of the recommended contractors has a proven, successful history with the City. Each of the recommended contractors has over five years experience, provided competitive pricing, will be utilizing the proper equipment and have met all of our qualifications and specifications provided in the RFP.

In addition to the four (4) agreements noted above, Staff would also recommend continuing snow removal services with Clean Sweep Environmental Inc. (CSE). CSE has maintained the City parking lots over the past five years, has been a preferred contractor to the City and has agreed to hold their pricing from the last three years.

Attachments: *(please list)*

- RFP Proposal Results and Recommendations
- Clean Sweep Environmental (CSE) Proposal

Recommendation / Suggested Action *(briefly explain):*

Recommendation to Approve Request for Proposals (RFP's) based on Hourly Rates per Equipment as shown on attached RFP Proposal Results and Recommendations.

For office use only:

Agenda Item Number: 4.e.iv

2013 Snow Removal RFP - East Side Cul-De-Sacs

RFP Closes October 4, 2013

Snow Routes	Blue East	Green East	Purple East	Brown East	Walks & Paths	Qualified Proposal?
Contractor Name						
Countryside Industries, Inc.					\$62.00	YES
1 Ton	\$140.00	\$140.00	-	-	-	
Pick-Up Truck 4x4	\$120.00	\$120.00	-	-	-	
Skidsteer Loader	\$130.00	\$130.00	-	-	-	
Tovar Snow Professionals	NO BID					
C.H. Hager Excavating, Inc					-	YES
1 Ton	-	\$115.00	\$115.00	\$115.00	-	Lowest Qual.
Pick-Up Truck 4x4	-	\$90.00	\$90.00	\$90.00	-	Bidder for
Skidsteer Loader	-	\$120.00	\$120.00	\$120.00	-	Brown East
Wheel Loader	-	\$160.00	\$160.00	\$160.00	-	Routes
6 wheeler	-	\$100.00	\$100.00	\$100.00	-	
Semi	-	\$110.00	\$110.00	\$110.00	-	
Classic Landscape	NO BID					
Discipio Enterprises, Inc.					\$35.00	YES
1 Ton	\$80.00	\$80.00	\$80.00	-	-	
Pick-Up Truck 4x4	\$80.00	\$80.00	\$80.00	-	-	
Skidsteer Loader	\$160.00	\$160.00	\$160.00	-	-	
Pedersen Companies	NO BID					
Kramer Tree Service	NO BID					
ForStar Landscape	NO BID					

LOW BID



1805 Phelps Dr., Batavia, IL 60510
Phone: (630)879-8750 Fax: (630)879-3373

Date: 09/23/2013
Quote No.: 10031

Bill To:
City of St. Charles
2 East Main St.
St. Charles, IL 60174
630-377-4424
Atten: Dan Rowe
Fax: 630-513-7442

Ship To:
SNOW SEASON 2013 - 2014

Qty	Description	Unit Price	Total
	Service Lots: (A,B,C,E,F,G,H,J,K,L,N,O,P,Q,R,S,T,U as well as (3) temporary lots by Blue Goose)		
	Salt Spreading (Note: City of St. Charles will supply salt)	\$85.00/hourly	
	Hourly Snow Removal: Bobcat	\$125.00/hourly	
	Hourly Snow Removal: Front End Loader	\$150.00/hourly	
	Hourly Snow Removal: Pick up truck (8' blade)	\$95.00/hourly	

Total Amt \$0.00

SNOW SEASON 2013-2014

Please be advised this proposal is good for 30 days from the date.

It has been our pleasure to provide your company with a proposal and anticipate doing business together. Please contact me with any questions you may have.

Signature: Butt Head

Date: 10-8-13

Signature: _____

Date: _____