

**MINUTES  
CITY OF ST. CHARLES, IL  
GOVERNMENT SERVICES COMMITTEE MEETING  
MONDAY, NOVEMBER 25, 2013, 7:00 P.M.**

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

**Members Absent:** Aldr. Bessner

**Others Present:** Raymond P. Rogina, Mayor; Peter Suhr, Interim Director of Public Works; James Bernahl, Public Works Engineering Manager; John Lamb, Environmental Services Manager; Tom Bruhl, Electric Services Manager; Chris Adesso, Public Services Manager; Mike Shortall, Purchasing and Inventory Control Manager; Kevin Christensen, Asst. Fire Chief

**1. Meeting called to order at 7:02 p.m.**

**2. Roll Call**

**K. Dobbs:**

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

**3.a. Electric Reliability Report – Information only.**

**3.b. Tree Commission Minutes – Information only.**

**4.a Recommendation to approve a Resolution Approving a License Agreement By and Between the City of St. Charles and St. Charles Arts Council (January 1 – December 31, 2014)**

**Peter Suhr presented.** On January 18, 2011, City Council approved a two year License Agreement authorizing the St. Charles Arts Council to utilize office space in the Municipal Center. This agreement expires on December 31, 2013, but does allow for up to two annual renewal periods. The St. Charles Arts Council has submitted a letter requesting the City of St. Charles consider granting them a new License Agreement for January 1 to December 31, 2014, that allows up to two annual renewal periods.

If there are no questions, Staff recommends a Resolution approving a License Agreement by and between the City of St. Charles and St. Charles Arts Council, from January 1, 2014 through December 31, 2014.

**Aldr. Lewis:** Is there any need for this space?

**Mr. Suhr:** Currently, no.

No further discussion.

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

**4.b. Recommendation to approve Modifications to the St. Charles Engineering Design and Inspection Policy Manual.**

**James Bernahl presented.** As part of the development of the Engineering Design and Inspection Policy Manual, Staff committed to bring yearly updates of modifications or changes to City Council for approval. You will see the changes listed in your packet; primarily codes have been modified based on changes in the plumbing code.

Unless there are any questions, Staff recommends approval of the modifications to the Engineering Design and Inspection Policy Manual.

No further discussion.

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

**4.c. Presentation of City of St. Charles Green Initiatives.**

**Tom Bruhl and John Lamb presented.** Tonight we want to share with you the projects that are Green Initiatives that we are either working on or have completed.

Power Point presentation by Tom Bruhl and John Lamb.

**Mayor Rogina:** I, along with Aldr. Stellato had an opportunity to attend a roundtable meeting at BEMA, a business in our industrial park. BEMA wants to investigate the use of Geothermal application. I don't know if this will come to pass or not, but I was most impressed with our staff and their level of conversation because they were interrogated about whether or not this Green Initiative should take place at this property.

**Aldr. Stellato:** I echo those comments. The St. Charles Chamber of Commerce Industrial Council for Industry put on this forum, and it was held on site where they want to use a Geothermal application to help reduce energy costs. They flew someone over from England to give us a seminar on how to apply Geothermal Energy usage in an industrial application. There was a very well attended seminar in the morning and an open house in the afternoon; it was a very educational day.

No further discussion.

**4.d. Recommendation to approve Electric Distribution Maintenance Budget Addition.**

**Tom Bruhl presented.** In the first half of FY 13/14, we have had three events that have depleted our Distribution Maintenance Fund. Our philosophy is that we budget for the average, not taking a worst case scenario into consideration in order, to keep the budget in line. If necessary, we will come to Council to ask for a budget addition if we have unforeseen circumstances.

The first incident was at Tyler and Main Street. Martam caused our duct to collapse, which was an \$8,000 repair that has been billed to Martam and their insurance company.

The second incident was related to East Main at Pheasant Run. They had cable under Kautz Road. To help facilitate that project getting done in a timely fashion, we were able to sell them material out of our storeroom so we knew they were getting high quality material that was readily available. The cost was \$21,000 which has been billed to Thorne Electric who is submitting that to IDOT for our reimbursement.

The final incident was on Tyler Road for the culvert project. Without doing exploratory digging and shutting down a lane, we couldn't tell whether the duct was going to be in conflict with the box culvert and it turned out that it was. As such, we had to move the cable and the duct.

The total of all these projects is \$40,000; I am here today to ask for a budget addition for these. Two of them will be offset with revenue for the damage from Thorne Electric. The other was an unforeseen project that we didn't budget.

**Aldr. Stellato:** It looks like the box culvert is going to help take care of the water situation. I know it's not done yet, but is it far enough along to be useful now if we have a rain event?

**Mr. Bernahl:** It is about 80% done right now. They are forming the last wing wall component on the east side. Once that is completed, they will remove the temporary dam that we have at the far east end that will allow the detention facility to start to flow normally and utilize that ditch. Everything is completed on the west side; the patch work in the road is done.

Lootens is working on the removal of the railroad tracks; that will be completed by the end of this year. We are anticipating by next week the wing wall will be completed and the temporary dam will be down and it will be 100% open.

No further discussion.

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

**4.e. Recommendation to Authorize the Mayor and City Clerk to Execute an Agreement with Verizon for Placement of Mini-Cell Sites on City Owned Poles.**

**Tom Bruhl presented.** Verizon contacted the City to install mini-sites on City owned poles. It's an attachment on top of a wood pole, so it's on an existing structure. This is not a major cell tower, just a small extension on an existing 30 foot pole. The agreement offers for the City to receive \$250 per pole, per month. They are currently looking at five or six locations; it's not on every pole, just areas where Verizon has less than adequate coverage. These have become standard on electric poles; our agreement was crafted from Naperville, who has a similar agreement with Verizon. The agreement has been reviewed and approved by John McGuirk.

Staff recommends authorization for the Mayor and City Clerk to execute an agreement with Verizon for the placement of the mini-cells on City of St. Charles poles.

**Aldr. Silkaitis:** Are these self-powered, or are they metered?

**Mr. Bruhl:** They do require power, and they are metered. Verizon will pay for the power, so we will receive \$250 per pole, plus the energy they use.

**Aldr. Lewis:** In the photo, there are boxes located lower down on the pole. What are they?

**Mr. Bruhl:** Those are the power boxes, which will be at the base of the pole. We will not allow them on the pole.

**Aldr. Lewis:** So in addition to what's on top, there will also be two boxes?

**Mr. Bruhl:** Unlike the photo, it will be one bigger box at the base of the pole.

**Aldr. Lewis:** Do they make a humming noise?

**Mr. Bruhl:** No; it's just a communication cabinet. It takes in power and transmits the signal to the antenna.

No further discussion.

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

#### **4.f. Presentation of Emerald Ash Borer (EAB) Program Update.**

**Chris Adesso presented.** Tonight I would like to speak to you about the City's Emerald Ash Borer Program. Because we are drawing near the completion of the program, we felt it was important to provide a brief overview and status.

For the purpose of tonight's update, I have broken down the program into three distinct, but related topics of discussion. First, a program snapshot, including a brief history of the program, the processes executed during the program and where we are at today with a glimpse into the future.

Following the program snapshot, I would like to provide information relating to the Finances behind this program and share some preliminary thoughts on where we will be in the future.

Finally, an introduction to the concept of a diversified urban forest and some recommended next steps will close the presentation.

Power Point presentation by Chris Adesso.

**Aldr. Lemke:** Do we have a list of anticipated species with enough choices that none of them will become the leader?

**Mr. Adesso:** We are working to ensure that we do not end up in a situation like we have right now. Unfortunately, we do have a far and away leader currently in our inventory, but we are taking steps to have diverse plantings. Last fall, we offered approximately 30 different species of trees.

**Aldr. Lemke:** Going forward, the list of 30 gives us more diversity for the new trees?

**Mr. Adesso:** That is correct.

**Aldr. Lewis:** I have concerns about the trees along the bike path in front of St. Mary's Park along IL Rt. 31. All summer long I noticed two or three huge, dead ash trees. Are they our responsibility to remove, or the Park District?

**Mr. Adesso:** I believe those trees are the Park Districts; I have had a conversation with the Park District about that area and they have asked us for help, so we did trim some of those trees away from the right-of-way along Rt. 31. I will follow-up with them regarding removal.

**Aldr. Lewis:** Besides not looking nice, I don't think it is safe for them to be standing in such a public location.

**Mayor Rogina:** I had a chance to go to a Tree Commission meeting a while ago and I was introduced to the diversity issue. Between our staff and the Tree Commission, they are working very diligently to put together a plan to avoid this issue we have had with the Emerald Ash Borer.

Aldr. Lewis, to your point about the dead trees, I received an e-mail over the weekend about a problem on the bike path and I sent an e-mail to Peter Suhr and it was taken care of. Our staff deserves all the credit.

**Mr. Adesso:** The tree that Mayor Rogina is talking about actually fell from someone else's property, and we did help with that.

No further discussion.

**4.g. Recommendation to approve Change Order No. 5 for Biosolids Building Construction Project.**

**John Lamb presented.** This is a recommendation to approve Change Order No. 5 for the Biosolids Construction Project. This is in the amount of approximately \$36,000. This Change Order amount will be taken out of the project contingency plan and will go into the low interest loan for the project.

No further discussion.

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

**4.h. Recommendation to Waive the Formal Bid Process, Approval of a Budget Addition in the amount of \$250,000 and award of Contractual Services to Layne Western to perform Well #8 Emergency Repairs.**

**John Lamb presented.** On November 10, Well 8 stopped due to a power failure event and will not start again. Staff, along with local electrical contractors took time to trouble shoot this prior to approaching Layne Western, who is the local expert. It has been determined that this is related to the pump motor that is 800 feet down in the ground. There is also a VFD on a booster pump that also failed and needs to be repaired. These items are quite costly and we did not budget for this type of repair.

Staff recommends approval of a budget addition in the amount of \$250,000, which is hopefully a worst case scenario; we are not anticipating needing to spend the total amount of money to make the repair.

**Aldr. Lemke:** Where is Well 8?

**Mr. Lamb:** In the Industrial Park at Ohio Avenue and 38<sup>th</sup> Avenue.

No further discussion.

**Chairman Martin:** Kristi, please call a roll.

**K. Dobbs:**

**Lemke:** Yes

**Turner:** Yes

**Bancroft:** Yes

**Krieger:** Yes

**Lewis:** Yes

**Stellato:** Yes

**Silkaitis:** Yes

**Payleitner:** Yes

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

**4.i. Discussion regarding Parking Lot “F” Lease Agreement (southwest corner of IL Rt. 64 and IL Rt. 31).**

**Peter Suhr presented.** We are back this evening to discuss the parking lot on the southwest corner of IL Rt. 64 and IL Rt. 31. As you will recall, the section of parking lot highlighted in your packet is being sold from the current owners, the Petersons, and

purchased by Mr. Tim Allen. The City is currently leasing those 11 parking stalls for public parking from the Peterson's for \$750 per month.

At the October Government Services Committee Meeting, Staff was directed to continue negotiations with Mr. Allen and to include a credit on the lease agreement as part of the Right of First Refusal Clause in the contract. As directed, Staff did prepare that new agreement for Mr. Allen's consideration, but he did not agree to the terms as suggested, and will not provide any credit back for the lease. In addition, his counter offer also included \$1,000 per month in lieu of \$750 per month. Mr. Allen will extend the right of first refusal only for the first five years or the first term of the agreement, but in year six, that clause will lapse. There are also some small administrative type issues that he was requesting in the agreement as well.

A representative for Mr. Allen is here if you have any questions for him.

**Aldr. Stellato:** If we decide to move forward and approve this, the wording is here and that is one option we could take. If we decide to take no action tonight, that is another option. If we decide to take no action, do you want a motion to deny this request?

**Mr. Suhr:** Yes, we are seeking a motion. At this point in time, this has gone on three months with five or six revisions of the agreement, so I'm looking for guidance one way or the other tonight.

**Aldr. Bancroft:** If we vote no, what happens to the current status quo?

**Mr. Suhr:** The current status quo continues, unless the Petersons, who are the current owners, come to us for some change in the agreement that we have had with them over the past 25 years.

**Aldr. Silkaitis:** Looking at the contract, I do not find these terms favorable to the City at all. Unless something changes, I will be voting no to this contract.

**Aldr. Lewis:** How would we end the deal all together?

**Mr. Suhr:** That is a motion that can be offered.

**Aldr. Lewis:** So we would have to make a motion to be in favor of, or against this and then make another motion to either continue or discontinue?

**Mr. Suhr:** That is certainly something we can consider tonight.

**Aldr. Turner:** Is this lease on a month to month? Can we just stop it at any time?

**Mr. Suhr:** It is a handshake agreement, which is how it's been for the past 25 years. There is no written lease agreement at this particular time. If the motion carries tonight and that is the direction, I think that changes tomorrow.



**Aldr. Payleitner:** Has there been a cost per spot, per year figured out?

**Mr. Suhr:** We perform general snow plowing and salting, we stripe the lot every three years or so, and we have done some pothole maintenance. It's a combination of several different things that we would pull together to get that cost, but I don't think the dollar amount is significant per space.

**Aldr. Stellato:** I make the motion that we deny this request.

**Aldr. Turner:** Second.

No further discussion.

**Chairman Martin:** Kristi, please call a roll for a motion to deny this request.

**K. Dobbs:**

**Lemke:** Yes

**Turner:** Yes

**Bancroft:** Yes

**Krieger:** Yes

**Lewis:** Yes

**Stellato:** Yes

**Silkaitis:** Yes

**Payleitner:** Yes

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

**5.a. Recommendation to approve Purchase of a 2013 Vermeer BC 1800 XL Stump Grinder.**

**Mike Shortall presented.** This request is for approval to purchase a 2013 Vermeer Stump Grinder. This piece of equipment is currently being leased by the City and we have an opportunity to purchase it. It has been budgeted, and also has been approved by the City Fleet Committee.

The cost is approximately \$42,000, but is dependent upon the lease, because they are crediting back the lease.

No further discussion.

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

**6. Additional Business.**

None.

**7. Adjournment from Government Services Committee Meeting.**

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