

**AGENDA  
CITY OF ST. CHARLES, IL  
GOVERNMENT SERVICES COMMITTEE MEETING  
JAMES MARTIN, CHAIRMAN**

**TUESDAY, MAY 28, 2013, 7:00 P.M  
CITY COUNCIL CHAMBERS  
2 E. MAIN STREET, ST. CHARLES, IL 60174**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ADMINISTRATIVE**
  - a. Electric Reliability Report – Information only.
  - b. EAB Control Efforts – Information only.
  - c. Tree Commission Minutes – Information only.
  - d. Federal Disaster Declaration for 2013 Flooding – Information only.
- 4. PUBLIC WORKS DEPARTMENT**
  - a. Discussion concerning the Intergovernmental Agreement with School District 303 (Red Gate Road/St. Charles North High School Intersection Improvements).
  - b. Presentation to provide Update on IL Route 64 Projects – Information only.
  - c. Recommendation to approve Mowing Maintenance Contract with Fox Valley Lawn Care.
  - d. Recommendation to approve Sidewalk Maintenance Contract with Raise Rite.
  - e. Recommendation to approve Sidewalk Maintenance Contract with Safe Step.
  - f. Recommendation to award proposal from Engineering Enterprises Inc. (EEI) for Design and Construction Engineering for Red Gate Water Tower and approve a Resolution authorizing the Mayor and City Clerk to execute the same.

- g. Recommendation to waive the formal Bid Process and approve Proposal from Hawkins Water Treatment Group for Fiscal Year 2013-2014 and approve a Resolution authorizing the Mayor and City Clerk to execute the same.
- h. Recommendation to approve Refuse and Recycling Collection Five Year Contract with Advanced Disposal

**5. POLICE DEPARTMENT**

- a. Recommendation to approve Use of Amplification Equipment and a Class E-1 Temporary Liquor License for the Firin' Up the Fox BBQ Contest.
- b. Recommendation to approve a Class E-2 Liquor License and Use of Amplification Equipment on August 17-18, 2013 for The Festival of the Horse and Drum at the Kane County Fairgrounds.
- c. Recommendation to approve Parking Lot, Street Closure and Use of Amplification Equipment for St. Charles Cruise Nights.
- d. Discussion regarding the creation of a Liquor Commission and provide direction to the City Administrator, Police Chief and City Attorney.

**6. EXECUTIVE SESSION**

- Personnel
- Pending Litigation
- Probable or Imminent Litigation
- Property Acquisition
- Collective Bargaining

**7. ADDITIONAL BUSINESS**

**8. ADJOURNMENT**



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title: Electric Reliability Report – Information Only

Presenter: Tom Bruhl

*Please check appropriate box:*

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 05.28.13
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

Estimated Cost:	\$	Budgeted:	YES		NO	
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If NO, please explain how item will be funded:

### Executive Summary:

For information only.

### Attachments: *(please list)*

April 2013 Outage Report.

### Recommendation / Suggested Action *(briefly explain):*

For information only.

*For office use only:*

*Agenda Item Number: 3.a*

General Information				Cause		Time & Duration			
#	Date	S/U	Circuit, Address/Location	Description	#	Ints	T off	T on	Mins
1	4/5/2013	U	311, 1619 Lucylle Ave.	Service, Equipment Failure	1	1	4/5/13 1:38 PM	4/5/13 2:38 PM	60
2	4/10/2013	U	56931, SW Quadrant	L56931, Breaker operation during storm	0	1	4/10/13 7:20 AM	4/10/13 7:20 AM	0
3	4/11/2013	U	713, Stirrup Cup/Aintree	Cable, Equipment Failure	2	1	4/11/13 7:24 AM	4/11/13 8:04 AM	0
4	4/11/2013	U	713, Stirrup Cup/Aintree	Cable, Equipment Failure, multistep restoration using switching	2	1	4/11/13 7:24 AM	4/11/13 8:04 AM	40
5	4/11/2013	U	713, Aintree	Cable, Equipment Failure, multistep restoration	2	1	4/11/13 7:24 AM	4/11/13 8:14 AM	50
6	4/18/2013	U	13150, All four quadrants impacted	L13510, ComEd outage due to lightning during storm	0	1	4/18/13 1:39 AM	4/18/13 1:39 AM	0
7	4/20/2013	U	624, 1107 S. 10th St.	Service, Equipment Failure	1	1	4/20/13 9:30 AM	4/20/13 12:00 PM	150
8	4/22/2013	U	515, SE quad	Dig In, Archon hit primary cable	10	1	4/22/13 1:02 PM	4/22/13 1:02 PM	0
9	4/22/2013	U	515, Rita, Jobe, South Tyler, Jewel	Dig In, Archon hit primary cable	10	1	4/22/13 1:02 PM	4/22/13 1:39 PM	37
10	4/25/2013	U	311, 220 & 227 Ruth Ave.	Dig In, Fence post caused secondary main to burn	2	1	4/25/13 4:45 AM	4/25/13 6:00 AM	75
11	4/26/2013	S	311, 217/220 Ruth Ave.	SCMEU, Scheduled outage to repair secondary	2	1	4/26/13 9:00 AM	4/26/13 11:00 AM	120
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S/U - Scheduled or Unscheduled  
 Ints - # of Interruptions  
 Long - >1 min; Short - <1 min  
 Cause # - see table on page 3



<b>Total Customers this Month</b>	<b>15,550</b>	<b>Days of Month</b>
<b>Total Customer Minutes this Month</b>	<b>671,760,000</b>	<b>30</b>

<b>Outage Totals</b>			
		<b>This Month</b>	<b>This Month Last Year</b>
<b>Unscheduled Outages</b>			
Long	# Outages	6	5
	# Customers Out	110	36
	# Minutes Out	412	565
	# Customer Minutes Out	4,400	5605
	# Within City System	6	5
	# Supply to City Minutes	0	0
Short	# Outages (Blinks)	4	4
	# Customers Affected	7,147	7301
	# Within City System	2	1
	# Supply to City Minutes	0	0
<b>Scheduled Outages</b>			
Long	# Outages	0	8
	# Customers Out	0	75
	# Minutes Out	0	481
	# Customer Minutes Out	0	1945
	# Within City System	0	8
	# Supply to City Minutes	0	0
Short	# Outages (Blinks)	0	0
	# Customers Affected	0	0
	# Within City System	0	0
	# Supply to City Minutes	0	0
<b>Totals</b>			
Total Long Outages		6	13
Total Short Outages (Blinks)		4	4
Total Customers Out (Long)		110	111
Total Customers Affected (Short- Blinks)		7,147	7301
Total Customer Minutes Out		4,400	7550
Total Outages Within City System		6	13
Total Outages in Supply to City		2	3

<b>Number of Outages (by Cause)</b>					
<b>Cause #</b>	<b>Description</b>	<b>Total This Month</b>	<b>This Month Last Year</b>	<b>Rolling AT</b>	<b>% AT</b>
0	Supply to City	2	3	19	13%
1	Overhead Equipment Failure	2	1	17	11%
2	Underground Equipment Failure	5	1	20	13%
3	Weather	0	1	33	22%
4	Wildlife	0	0	9	6%
5	Trees	0	0	13	9%
6	Substation	0	0	0	0%
7	Human	0	0	0	0%
8	Other	0	8	30	20%
9	Unknown	0	0	0	0%
10	Vehicle/Dig Ins/Caused by Others	2	2	9	6%
	<b>Total</b>	<b>11</b>	<b>16</b>	<b>150</b>	

<b>12 Month Outage Statistics</b>		
<b>Index</b>	<b>As of This Month</b>	<b>As of This Month Last Year</b>
ASAI (%)	99.9797	99.9964
CAIDI (Long) (min)	83.09	24.20
SAIDI (Long) (min)	8.90	1.56
SAIFI (Long) (ints/tot cust)	0.11	0.06
SAIFI (Short) (ints/tot cust)	0.24	0.41

- ASAI - Average Service Availability Index  
(customer minutes available/total customer minutes, as a %)
- CAIDI - Customer Average Interruption Duration Index  
(average minutes interrupted per interrupted customer)
- SAIDI - System Average Interruption Duration Index  
(average minutes interrupted per customer for all customers)
- SAIFI (Long) - System Average Interruption Frequency Index  
(# of long interruptions per customer for all customers)
- SAIFI (Short) - System Average Interruption Frequency Index  
(# of short interruptions per customer for all customers)

S/U - Scheduled or Unscheduled  
 Ints - # of Interruptions  
 Long - >1 min; Short - <1 min  
 Cause # - see table on page 3



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title: EAB Control Efforts – Information Only

Presenter:

*Please check appropriate box:*

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 05.28.13
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

Estimated Cost:		Budgeted:	YES		NO	
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If NO, please explain how item will be funded:

### Executive Summary:

This is a monthly update on EAB activities for May 2013. This update provides detailed information about the EAB infestation including EAB confirmation status. As Phase III begins, our efforts during the month of June will be to review the remaining inventory of ash trees and determine the sites which we need to focus removal efforts on over the last year of the EAB program.

### Attachments: *(please list)*

Summary Sheet

### Recommendation / Suggested Action *(briefly explain):*

For information only.

*For office use only:*

*Agenda Item Number: 3.b*

# **Emerald Ash Borer Monthly Summary Sheet**

May 2013

The Emerald Ash Borer Monthly Summary Sheet is prepared each month by the Public Services Staff for each Government Services Meeting. This summary documents the Spread of EAB (Confirmed Trees), Control Measures (Removed & Treated Trees) and Planting Efforts (New Trees). Unless noted otherwise, all data listed below reflects one (1) month starting on the 1st and ending on the last day of each month.

## **Confirmed Trees**

- As of June 1, 2012, all Public Ash trees in the City of St. Charles have been reviewed for EAB. Initially, 1,000 trees were confirmed with EAB in phase one of the current EAB program and have been removed as of the end of 2012. The second round of 1,000 trees has already been confirmed and removal is almost complete for phase two of the program. Phase three began with the removals scheduled for May, 2013.

Ash tree removal continues this month, but with a slightly different objective. Our efforts during the month of June, 2013 will be to review the remaining inventory of ash trees and determine which trees will possibly survive and which trees we should prioritize for removal. Also, due to the recent flooding incident, tree removal services were delayed slightly last month. We currently have a backlog of ash trees that have been identified for removal. Therefore, for June, we are not requesting any additional proposed trees for removal, will focus on review of the existing inventory and will continue to remove trees already marked for removal.

## **Proposed Tree Removals**

- None for the month of June, 2013

## **Treating & Planting Notes**

- We are planting over 700 tree replacements this spring. Planting began in mid-April and continues, weather permitting.

## **Additional Comments**

None



ST. CHARLES  
SINCE 1834

### AGENDA ITEM EXECUTIVE SUMMARY

Title: Tree Commission Minutes – Information only

Presenter: Peter Suhr

*Please check appropriate box:*

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 05.28.13
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

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

**Executive Summary:**

A duty of the Tree Commission is to advise and consult with the Government Services Committee. April 2013 meeting minutes are attached.

**Attachments:** *(please list)*

Tree Commission Minutes – April 2013

**Recommendation / Suggested Action** *(briefly explain):*

For information only

*For office use only:* Agenda Item Number: 3.c

**MINUTES  
CITY OF ST. CHARLES, IL  
TREE COMMISSION  
WEDNESDAY, APRIL 10, 2013**

**Members Present:** Co-Chair Bill Bangs, Co-Chair Ron Ziegler, Jon Duerr, Ralph Grathoff, Pam Otto, Phil Zavitz

**Members Absent:** Valerie Blaine, Suzi Myers

**Others Present:** Chris Adesso, Marcelline D'Argento, Peter Suhr, Nicole Wang

**1. Opening of Meeting and Pledge of Allegiance**

The meeting was convened by Co-Chair Bill Bangs at 7:05 pm.

**2. Introductions of Visitors - Comments and Concerns**

No visitors present.

**3. Minutes - Review and Approval**

Motion to accept and place on file the minutes of the March 13, 2013, Tree Commission meeting as presented. Motion by Comm. Bangs second by Comm. Ziegler. Voice vote: unanimous; absent Comms. Blaine and Myers; Motion carried at 7:06 pm.

**4. Old Business**

**A. Discussion on City Forestry/Ordinance Plan**

Mr. Suhr discussed developing a cost effective City Forestry Plan; the Morton Arboretum assist with the process. The City will meet with members of the Morton Arboretum to discuss the Forestry Plan. Comms. Bangs and Duerr will attend the meeting as well. The Commissioners would like members of the Morton Arboretum to attend a future Tree Commission meeting.

**B. Meeting Day Options**

Ms. Wang informed the Commissioners of alternate meeting day availability. Due to various conflicts with other City meetings, the available days for Tree Commission meetings are the second monthly Wednesday or Thursday. Motion by Comm. Bangs to change Tree Commission meetings to the second monthly Thursday at 7:00 pm effective May 9, 2013. Voice vote: unanimous; absent Comms. Blaine and Myers; Motion carried at 7:10 pm.

**5. New Business**

**A. Update on the Emerald Ash Borer (EAB)**

Mr. Suhr reported there are 145 Ash trees scheduled for removal in May. The City is now on track to remove the final group of 1,000 trees of the

approximately 3,000 total Ash trees in the City right of ways. Mr. Suhr noted the Public Services Division would seek the approval of the Government Services Committee for contracted tree removal services for the third group of City Ash trees. After the planned removal of 3,000 City Ash trees is completed, there will be less than 800 Ash trees remaining in the parkways.

Comm. Ziegler inquired about the City's success rate treating Ash trees. Mr. Suhr indicated approximately one third of trees under treatment are lost to EAB. Kramer Tree Service has been treating the City's Ash trees since last season. The cost of treatment is covered by grant funding. Mr. Suhr noted some residents are also treating parkway trees using professional services at their own expense.

Comm. Ziegler described a multi-step procedure for the treatment of EAB and indicated the success rate is generally 90 - 95%. However, the key is to begin treatment before EAB infestation starts. Treatment must be consistent, timely, and utilize the correct type of treatment/ chemicals.

Mr. Adesso noted the City's earliest documented treatment of EAB was in 2010. Mr. Suhr stated that the City may not have been aware of all treatment options in the early stages of the EAB infestation.

Comm. Duerr emphasized the importance of species diversity. Comm. Ziegler reiterated the importance of diversity, an onsite arborist, and a proactive approach to the City's tree population.

Comm. Duerr suggested inviting the new mayor to discuss the future budget to have an arborist or consulting services available to the City and the Tree Commission. Comm. Bangs stated there are actually two separate issues: an arborist and a forestry plan in accordance with City Code.<sup>1</sup>

Comm. Ziegler suggested that the Commissioners and City staff may be interested in receiving *Arbor Age*, a free magazine.

Comm. Bangs will contact the new mayor to invite him to an upcoming Tree Commission meeting.

**B. Open Chair Discussion**

The Commissioners discussed possible candidates for the opening; Bob Andrini, Chris Mattson, and Robert Vandershaaf were mentioned as potential candidates. The Tree Commission and Public Works may make

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<sup>1</sup> City Code 12.20.050 A.4. and 5. reference "the City Arborist" and an "Urban Forestry Plan," respectively.

a recommendation to the mayor for the appointment of a Commissioner. Alternately, an individual interested in joining the Tree Commission could approach the mayor directly. Comm. Bangs will announce the opening for a Tree Commissioner at the upcoming Arbor Day celebration. The Commission would like the City to issue a press release reminding residents of the Arbor Day celebration and include a statement regarding the need for a Tree Commissioner.

**C. News from Public Works**

None reported.

**D. Langum Woods Clean Up scheduled for May 9, 2013**

Comm. Otto is coordinating this event with two groups of seventh grade students from Haines Intermediate School at 9:00 am and 12:00 pm. Mr. Suhr offered to meet with Comm. Otto prior to May 9th to provide any needed assistance.

Mr. Suhr suggested the Tree Commissioners and City staff enjoy a walk-through of Langum Woods prior to the scheduled Tree Commission meeting on May 9th. The Commissioners and City staff agreed to meet at 6:30 pm on May 9th at the Public Works facility.

**6. Committee Reports**

**A. Education Committee:**

None. Commissioner Myers not present.

**B. Publicity Committee:**

None. Commissioner Blaine not present.

Ms. Wang noted Comm. Zavitz's wife wrote an article regarding Arbor Day which will be published in the Kane County Chronicle. Additionally, the window display at City Hall and upcoming press releases promote the Arbor Day celebration.

**C. Arbor Day Committee:**

**1.** Checklist review and final plans: the Commissioners and City staff finalized the details of the Arbor Day celebration on April 26th. The White Oak tree to be planted at Richmond School will be donated by Pederson Company. Pederson will also donate the labor to plant the tree.

**2.** Writing Contest and Children's Art Contest entries review and selection of winners: the Commissioners selected *Trees in My Life* written by Caroline Wilfong as the winner of the writing contest. *Friends* by Treva Rodemaker was selected as the runner-up.

Each entrant in the Children's Art Contest will receive a Colonial ice-cream coupon; no specific winner or runner-up were selected.

**7. Communication**

**Electric Division/Tree Activity Reports**

None at this time. Reports will be provided at the upcoming May meeting for the months of March and April, 2013.

**8. Comments**

A. **Commissioners:** None.

B. **Staff:** None.

C. **Visitors:** None.

**9. Adjournment**

Motion by Comm. Bangs to adjourn meeting; second by Comm. Ziegler. Voice vote: unanimous; absent Comms. Blaine and Myers. Motion carried at 8:22 pm.



### AGENDA ITEM EXECUTIVE SUMMARY

Title: Federal Disaster Declaration for 2013 Flooding – Information only

Presenter: Mark Koenen

*Please check appropriate box:*

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 05.28.13
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

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

**Executive Summary:**

For information only.

**Attachments:** *(please list)*

Federal Aid Programs for the State of Illinois Declaration.  
FEMA contact information.

**Recommendation / Suggested Action** *(briefly explain):*

For information only

<i>For office use only:</i>	<i>Agenda Item Number: 3.d</i>
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## Illinois Residents Urged to Register for Federal Disaster Assistance

Release date: MAY 13, 2013

Release Number: 4116-001

CHICAGO, IL -- Illinois residents affected by the late April flooding and storms may now call or go online to register for disaster assistance from the Federal Emergency Management Agency (FEMA), state and federal officials announced today.

"Registering is an important way to help get you on the path to a variety of recovery programs," said Federal Coordinating Officer W. Michael Moore. "We're urging people with disaster-related damages in federally declared counties to apply as soon as possible."

The major federal disaster declaration, signed by President Obama May 10, offers Individual Assistance in the counties of Cook, DeKalb, DuPage, Fulton, Grundy, Kane, Kendall, Lake, LaSalle, McHenry, and Will. Additional counties may be included at a later date if requested by the state and warranted by the results of further damage assessments.

Disaster survivors have several ways to apply.

- Individuals can call 1-800-621-FEMA (3362) or TTY 1-800-462-7585 for the speech- and hearing-impaired. If you use 711-Relay or Video Relay Services (VRS), call 1-800-621-3362.
- Another option is to register online at [www.disasterassistance.gov](http://www.disasterassistance.gov) or via web-enabled phone or tablet at [m.fema.gov](http://m.fema.gov).

The toll-free telephone numbers will operate from 7 a.m. to 10 p.m. EDT, seven days a week.

In most cases, a FEMA inspector will call you within a few days of registering to arrange a visit to your damaged home or apartment. A FEMA inspector will always have an official badge visible during the inspection. Request to see identification before allowing the inspector to enter your home.

If you qualify for FEMA assistance, you will receive a federal government check or the funds will be directly deposited into your designated bank account. A separate letter also will be sent to you explaining how you may use the funds.

If you have questions about FEMA assistance, call 1-800-320-FEMA (3362). You can also visit [www.disasterassistance.gov](http://www.disasterassistance.gov) or [www.fema.gov](http://www.fema.gov).

FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

Follow FEMA online at [twitter.com/femaregion5](https://twitter.com/femaregion5), [www.facebook.com/fema](https://www.facebook.com/fema), and [www.youtube.com/fema](https://www.youtube.com/fema). Also, follow Administrator Craig Fugate's activities at [twitter.com/craigatfema](https://twitter.com/craigatfema). The social media links provided are for reference only. FEMA does not endorse any non-government websites, companies or applications.

###

Media Contact: Dick Gifford, 609-508-2238

Last Updated: May 13, 2013 - 15:50

State/Tribal Government or Region: [Illinois](#) and [Region V](#)

Related Disaster: [Illinois Severe Storms, Straight-line Winds, and Flooding](#)

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## Federal Aid Programs for the State of Illinois Declaration

Main Content

Release Number:

HQ-13-046Factsheet

Following is a summary of key federal disaster aid programs that can be made available *as needed and warranted* under President Obama's disaster declaration issued for the State of Illinois.

### **Assistance for Affected Individuals and Families Can Include *as Required*:**

Rental payments for temporary housing for those whose homes are unlivable. Initial assistance may be provided for up to three months for homeowners and at least one month for renters. Assistance may be extended if requested after the initial period based on a review of individual applicant requirements. (Source: FEMA funded and administered.)

- Grants for home repairs and replacement of essential household items not covered by insurance to make damaged dwellings safe, sanitary and functional. (Source: FEMA funded and administered.)
- Grants to replace personal property and help meet medical, dental, funeral, transportation and other serious disaster-related needs not covered by insurance or other federal, state and charitable aid programs. (Source: FEMA funded at 75 percent of total eligible costs; 25 percent funded by the state.)
- Unemployment payments up to 26 weeks for workers who temporarily lost jobs because of the disaster and who do not qualify for state benefits, such as self-employed individuals. (Source: FEMA funded; state administered.)
- Low-interest loans to cover residential losses not fully compensated by insurance. Loans available up to \$200,000 for primary residence; \$40,000 for personal property, including renter losses. Loans available up to \$2 million for business property losses not fully compensated by insurance. (Source: U.S. Small Business Administration.)
- Loans up to \$2 million for small businesses, small agricultural cooperatives and most private, non-profit organizations of all sizes that have suffered disaster-related cash flow problems and need funds for working capital to recover from the disaster's adverse economic impact. This loan in combination with a property loss loan cannot exceed a total of \$2 million. (Source: U.S. Small Business Administration.)
- Loans up to \$500,000 for farmers, ranchers and aquaculture operators to cover production and property losses, excluding primary residence. (Source: Farm Service Agency, U.S. Dept. of Agriculture.)
- Other relief programs: Crisis counseling for those traumatized by the disaster; income tax assistance for filing casualty losses; advisory assistance for legal, veterans benefits and social security matters.

### **How to Apply for Assistance:**

- Those in the county designated for assistance to affected residents and business owners can begin the disaster application process by registering online at [www.DisasterAssistance.gov](http://www.DisasterAssistance.gov), by web enabled mobile device at [m.fema.gov](http://m.fema.gov) or by calling **1-800-621-FEMA (3362)**. **Disaster assistance applicants, who have a speech disability or hearing loss and use TTY, should call 1-800-462-7585 directly; for those who use 711 or Video Relay Service (VRS), call 1-800-621-3362.** The toll-free telephone numbers are available from 7 a.m. to 10 p.m. (local time) Monday through Sunday until further notice. Applicants registering for aid should be prepared to provide basic information about themselves (name, permanent address, phone number), insurance coverage and any other information to help substantiate losses.

*FEMA's mission is to support our citizens and first responders and ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.*

# HOW DO I APPLY FOR DISASTER ASSISTANCE?



Apply at [www.DisasterAssistance.gov](http://www.DisasterAssistance.gov)



Call **1-800-621-FEMA (3362)**



Help is available in most languages



The TTY number is **1-800-462-7585**

When you apply we will ask for the following information:

- The address of your damaged home or apartment
- Names of people living in your household
- A description of your disaster damages
- Insurance information
- Your Social Security Number
- A telephone number where we can reach you or leave a message
- An address where you can get mail
- If you want your disaster assistance funds sent directly to your bank, provide the FEMA agent:
  - **your bank account type**
  - **account number**
  - **routing number**

When you apply, you will be given a FEMA application number. Write down your application number and save it for future reference. You will need the application number whenever you contact FEMA.

Insurance is essential in any recovery process. If you've been affected by the disaster, make sure you call your insurance company and file a claim. Only damages that are not covered by insurance can qualify for FEMA disaster assistance. By law we can not duplicate benefits.

If you move after applying for assistance, be sure to let FEMA know your new address and telephone number(s). This will ensure that all disaster awards get to you without delay.

### **IMPORTANT:**

Disaster recovery assistance is available without regard to race, color, gender, religion, national origin, age, disability, English proficiency or economic status.



As part of the U.S. Department of Homeland Security, the Federal Emergency Management Agency (FEMA) is the organization that acts as coordinator of disaster recovery efforts. FEMA partners with local, state and other federal agencies to help those who are affected by federally declared disasters and who qualify for temporary financial and/or direct assistance. FEMA's Individual & Households Program is one of many elements that may be available for recovery support.



# FEMA

[www.fema.gov](http://www.fema.gov)

**1-800-621-3362 or hearing-impaired 1-800-462-7585**

Prepared. Responsive. Committed.



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Discussion concerning the Intergovernmental Agreement with School District 303 (Red Gate Road/St. Charles North High School Intersection Improvements).
Presenter:	Mark Koenen

*Please check appropriate box:*

	Government Operations	X	Government Services 05.28.13
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$500,000 (construction only)	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

Please see attached memo.

**Attachments:** *(please list)*

Memo  
 Minutes from the February 27, 2012 Government Services Committee meeting  
 Minutes from the April 23, 2012 Government Services Committee meeting  
 Minutes from the March 25, 2013 Government Services Committee meeting  
 Intergovernmental agreement

**Recommendation / Suggested Action** *(briefly explain):*

Staff seeks direction from the Government Services Committee on how to proceed.

*For office use only:*

*Agenda Item Number: 4.a*

**Engineering Office**

Phone: (630) 377-4486

Fax: (630) 762-6922



# Memo

Date: May 28, 2013

To: Mayor Rogina, City Council and Brian Townsend

From: Mark Koenen

RE: Intergovernmental Agreement with School District 303

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Discussion concerning the Intergovernmental Agreement with School District 303  
(Red Gate Road/St. Charles North High School Intersection Improvements)

The City Council's Government Services Committee has previously discussed questions regarding traffic on Red Gate Road on at least two occasions. Materials from the February 27, 2012 and April 23, 2012 meetings are attached to provide background information and to summarize the actions taken.

You will note that there was no direction given to proceed with installing a traffic signal at either the February 27<sup>th</sup> or April 23<sup>rd</sup> meetings. The warrants for installing a traffic signal at this location do not presently exist and are not expected to be satisfied for several years. For these reasons, a traffic signal was not incorporated into the original plans for Red Gate Road/Bridge or the modifications made in 2012. We recognize, however, that additional management of traffic at the Red Gate Road / St. Charles North High School intersection is necessary to promote motorist and pedestrian safety. This traffic management considers peak hour traffic (which may coincide with the beginning and end of the school day or during special District 303 events), the predominant east-west flow of traffic along Red Gate Road and historical motorist's behavior at the subject intersection.

School District 303 representatives believe that the intersection could be safer with the installation of a traffic signal and a right-turn lane into the parking lot. The signal would better control the movement of traffic at the intersection for both vehicles and pedestrians. The right-turn lane would facilitate access to North High School and through traffic at the intersection.

As a result of an offer to share in the cost of the improvements, staff from both organizations developed a plan, completed engineering, sought approval from the Illinois

Department of Transportation, and negotiated an intergovernmental agreement that would split the construction cost of the project.

At the March 25, 2013 Government Services Committee meeting, there was a recommendation made to enter into an Intergovernmental Agreement with School District 303 regarding intersection improvements at Red Gate Road/St. Charles North High School. The proposed agreement would have School District 303 contribute \$250,000 towards the cost of the project. At a subsequent City Council meeting, that recommendation was approved.

On Monday, May 13<sup>th</sup>, the District 303 Board of Education voted 4-2 to reject the Intergovernmental Agreement. Members voiced opinions that this was a City responsibility and that the need for the traffic signal was caused by the opening of the Red Gate Bridge. Those members declined to follow the advice and strong recommendation of Superintendent Don Schlomann to share responsibility for the project.

The District 303 Board did not give adequate consideration to the fact that vehicles travelling to/from North High School represent a significant portion of the volume of traffic on Red Gate Road, particularly during the peak morning and afternoon periods. Finally, Board members did not fully consider that North High School was constructed as a middle school and no transportation or access improvements were made when the facility was subsequently converted to a high school in 2003, even though the amount of vehicle traffic did increase.

Based on prior discussions with District 303, City Council approval, and a desire to have the signal operating in time for the start of the 2013-14 school year, the City awarded a construction contract and work on the project has been initiated. Costs incurred for the intersection improvement include engineering and construction totaling approximately \$200,000. The total cost of the project is estimated at \$570,000.

At this time, the City has 3 main options:

1. Proceed with the project and increase the City's financial participation by \$250,000 to cover the School District's portion.
2. Terminate the project and retain the engineering plans and equipment for a future project to be implemented when warrants for the traffic signal are met.
3. Proceed with a modified project to install the traffic signal, but eliminate the right-turn lane. This option would require additional financial support to address engineering plan revisions, equipment changes and updated IDOT reviews. The range of cost is \$20,000 to \$30,000. This alternative would delay the signal being operational until after school opened in fall, 2013.

At this time, staff seeks direction from the Government Services Committee on how to proceed.

**MINUTES  
CITY OF ST. CHARLES, IL  
GOVERNMENT SERVICES COMMITTEE MEETING  
MONDAY, FEBRUARY 27, 2012, 7:00 P.M.**

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

**Also Present:** Mayor DeWitte, B. Townsend, M. Koenen, R. Gallas, J. Lamb, P. Suhr, G. Amburgey, T. Bruhl, Chief Lamkin, Chief Mullen, Chris Minick

**6.f. Discussion of Traffic Concerns Regarding Red Gate Road at St. Charles North High School**

**Aldr. Stellato:** This item was put on the agenda tonight at the request of the Homeowners Association from Reserve. I thought we would start by having Mark Koenen make his presentation and I know there are representatives from the Homeowners Association who want to speak afterwards. I would like to ask that after Mark is done, if you are going to come up and give testimony, please give us your name and address for the record before you speak.

**Mark Koenen presented:** I would like to provide background. There has been conversation taking place for 6 to 10 years that focused on traffic and speed on Red Gate Road and cut through traffic through the subdivision which is immediately north of St. Charles North High School known as Rivers Edge. To that effect, the issues we are going to talk about tonight are somewhat precipitated by the plans for the city to build the Red Gate Bridge, so this has been highlighted most recently, but these prompts have been around for a while and they still exist today.

Power Point presentation by Mark Koenen.

In your packet this evening, there is a letter from the traffic engineer represented by the firm of KOLA. For your information, the City of St. Charles is familiar with KLOA. They have been before you, the Planning Commission and Staff presenting proposals for private improvements and they do have a good reputation. Having said that, they went through all the alternatives we offered and they basically came back and said the striping makes sense, the proposal for the right turn lane along Red Gate Road for entrance into the high school makes sense, and the traffic signal is a good improvement to put at the intersection of the high school and Red Gate Road. To that effect, they acknowledged that we can't do it now because we don't meet traffic warrant. But they

did go so far as to look at projected traffic that was done in conjunction with the Red Gate Bridge Proposal. They recited that they felt in the year 2030, traffic warrant would be met for a traffic signal at this location. They also made an additional recommendation; they felt that between now and the time that a traffic signal could be installed that the City would consider some sort of police assistance at the intersection of the high school and Red Gate Road to facilitate movement of vehicles and pedestrians. This is another part of the conversation that the city and the school district need to entertain. That's a dialog that has been initiated, but has not developed sufficiently.

Resume Power Point presentation.

**Aldr. Turner:** For a point of reference; when there was a right turn lane constructed on Campton Hills eastbound by Peck Road – wasn't that a joint venture between the Park District and us when they opened the aquatic park? Or did they pay for that by themselves?

**Mr. Koenen:** In terms of whether they built it or it was built by the developer, I would have to check the plan.

**Aldr. Turner:** I thought I remembered somewhere that it was a joint venture between the city and the Park District, but I know we didn't pay for the whole thing.

**Mr. Koenen:** We did some work out there last summer with crosswalks, and the park district and the city shared in that expense, but that, I believe, was at Springfield and Peck Road.

**Aldr. Turner:** I just wanted to make sure that in the past we have shared the cost with another taxing body on a situation like this.

**Aldr. Rogina:** On the four way stop signs; the \$9,200 expenditure. You indicated to put a stop sign there, warrants would be required.

**Mr. Koenen:** They would be required, and they are not warranted today.

**Aldr. Bessner:** Is this unique to this school, in regards to congestion, traffic concerns, etc.? I'm in a situation where I take my daughter to Wredling and when I turn on Foxwood and turn onto to Red Haw Lane, that's always backed up in the morning. I just don't know if this is just the way it is, or if this is something we can actually fix?

**Mr. Koenen:** I think whenever you have a common start time at any kind of public facility with any kind of major activity, you'll have congestion. You don't build a roadway for that peak condition, so you are always going to have congestion. I do

remember a time when there wasn't a traffic signal at Fox Chase and Dunham and there was not a traffic signal at Kirk and the entrance to St. Charles East on the east side of the school; those signals were built after the fact when warrant was met for a traffic signal. They had to wait for traffic volumes to get to the point where signals could be installed.

**Aldr. Bessner:** Are we getting calls about concerns in other schools?

**Mr. Koenen:** No. I am not receiving any calls.

**Chairman Stellato:** We will take comments from the audience now. Anyone wishing to speak, please come up and give us your name and address for the record.

**Joe Segobiano:** My name is Joe Segobiano and I live at 4155 Meadowview Road. I am the president of the Rivers Edge HOA. To address your point, St. Charles East has five points of entrance and they are all full entrances and one is signalized. St. Charles North has one point of full entrance. Also, that site was intended to be a middle school and not a high school so there is a big difference.

I would like to read a prepared report and then take questions. First, we'd like to thank you on behalf of the Rivers Edge HOA for giving us the opportunity tonight. We are not here to discuss the bridge, I think that has been a misconception. That is not what we are here for. What we are here for is to discuss the operation and safety of the intersection at Red Gate Road and River Ridge, and the entrance to the high school. We are most concerned about the impact of the additional traffic. One thing that Mr. Koenen left out was what the project volumes are, and I will speak to that tonight.

What we are requesting tonight is that the city commit to putting these in part of the bridge scope. With all due respect, I don't think we can go with a handshake in saying that we'll get around to the warrants when they meet it. I think we need to have a commitment from the city to make these improvements, and as part of the Red Gate Road Bridge Scope.

I was before the Mayor in 2008 and I met with him, along with our board. We discussed these safety issues at that time. I was before the Committee in November 2010 to discuss these issues again, and I'm back here over a year later and we still have no commitment from the city. One of the things we noticed early on is that the Red Gate Road Bridge report did not include this intersection. Because it did not include this intersection, we requested information from the city's data on the intersection. We did not receive that data. We requested it in March, and again in April 2011. In July 2011, we informed staff that because we had not received the data, we were going to retain our own engineer to help us come to some conclusions. We retained KLOA who is a very well respected engineering firm in Chicagoland. We met with the city on August 12, 2011 to review the alternatives developed by the city. At that time, we asked again

for additional information. We had not received any information from the city with regard to the current counts of that intersection or what the projected volumes were. The engineer did receive an internal draft; the warrant study on August 16. The accounts were from April 4 and April 5. Our engineer reviewed that document and requested additional information from the city because "the report was inadequate and incomplete". Our engineer came back to us in November having not received any information again and asked if we would like him to go out and conduct counts at that intersection. We did proceed and approve him to go ahead and conduct the counts. The completed report from KLOA was delivered to Alderman Rogina and staff on January 24, 2012.

I want to clarify the report. The purpose of the report was to focus on the intersection of Red Gate Road and Rivers Ridge High School entrance. The report examines the operation of the intersection. The operation refers to the ability of traffic to efficiently flow through the intersection and the management of the flow so that the intersection is safe. The report evaluates existing operations and future operations after the opening of the bridge.

Manual counts were taken at the intersection from 6:00 to 9:00 a.m. and from 2:00 to 6:00 p.m. on Friday, November 11, 2011. Peak for Red Gate Road was 597 cars between 6:30 and 7:30 a.m. and 273 between 4:15 and 5:15 p.m. Peak for Rivers Ridge High School entrance was 250 between the a.m. hours and 342 in the p.m. peak. Cars that made a turning movement onto or from Red Gate Road was 723 cars within an hour. That's one car every five seconds making a turning movement in that intersection. The p.m. peak was 451 cars or 1 car every 8 seconds. Pedestrian traffic was 13 during the a.m. peak and 29 during the p.m. peak. There were 59 buses during the a.m. peak and 51 during the p.m. peak. 70% of the southbound traffic on River Ridge goes into the school in the a.m. peak hour. That is 100% due to cut through traffic that still exists. It comes off of Rt. 31, comes through the neighborhood and comes out on River Ridge.

According to the report, the short westbound left turn and lack of eastbound right turn causes vehicles to block through traffic on Red Gate Road. Then our report looked at the projections; the report we received from the city did not. The report took the same projections that were used in the Red Gate Road bridge report and assumed the projections to be accurate. The glaring concern here is the through traffic. According to the Red Gate Road Bridge report, the through traffic on Red Gate will increase from 75 vehicles to 439 vehicles during the a.m. peak. During the p.m. peak it will increase from 114 vehicles to 400 vehicles. That means on Red Gate Road, a.m. peak will be 961 vehicles, which we believe will be much sooner than 2030 and 961 will warrant signals. The p.m. peak will be 559. One of our concerns is the projected traffic from the bridge report and the accuracy of the projections. The report indicates an increase of traffic on Red Gate Road from 4800 average daily trips for the 2030 no build scenario to 11,100 average daily trips for the 2030 build scenario.

This represents an increase of 130% on Red Gate Road, yet the increase in p.m. according to the Red Gate Road Bridge report is from 540 on the 2030 no build to 610 for the 2030 build which is only 12% increase. Yet they are saying the average daily trips are going to increase 130%, but yet the peak traffic is only going to increase 12%. It gets worse for the a.m. The a.m. 2030 no build was 710, 760 for the build, so there is only an increase of 7% of peak traffic, although there is going to be 130% in average daily trips.

Also, please note in the KLOA a.m. peak report, it's already at 597. The city's report was at approximately 300. What the report suggested and not too far from what Mark said, there is the initial three lane cross with the left turn lane into the school for westbound. Eastbound left turn onto River Ridge, the eastbound right turn lane into the school, a traffic signal when warranted, and we do agree 100% that it's not warranted at this time. However, we feel it can be put in the plans that when the number is warranted, it will be installed. The next option is the traffic officer. This comes straight from KLOA; "traffic cop during the a.m. p.m. peak upon opening of the bridge to assist in the movement of the traffic. Because of the several hundred movements that take place in the center section every morning and afternoon, it is recommended a traffic cop be placed at this intersection". Without this, traffic will be trying to flow through the intersection while other vehicles are attempting to make a turn. We feel these improvements could have been, and still can be easily incorporated into the bridge plans. With this in mind, we forwarded the report to staff so it can be placed on the Council agenda. Mr. Townsend did respond to the report. We thought the report did not adequately address the concerns and we expressed this to Mr. Townsend. I then notified Aldr. Rogina, who said that he and Aldr. Turner agree with Mr. Townsend. At that point, we requested to be put on the agenda and Aldr. Stellato agreed and placed us on the agenda this evening.

Based on the data collected and conclusions we have provided we request the city respect the safety of the residents and commit to these improvements as part of the bridge scope. You have the authority and it appears you have the funds to do so. We ask you do the right thing and make sure the conditions of the intersection are safe.

**Aldr. Rogina:** I assume your homeowners association has also entered into a dialog with School District 303?

**Mr. Segobiano:** We feel very strongly that these issues should have been taken care of. According to Mr. Townsend, that lane should have been put in as part of the school improvement. It wasn't, the city didn't have a chance to review those plans. We do not have an issue with the School District.

**Aldr. Rogina:** So you are suggesting the School District has no liability?

**Mr. Segobiano:** That's between you guys and the school. We aren't saying they are not responsible, but we are saying that our responsibility as tax payers is to the City of St. Charles.

**Aldr. Rogina:** If we entered into conversations with the School District, you don't want any part of that?

**Mr. Segobiano:** As long as our traffic report is represented, no.

**Aldr. Rogina:** You don't want to be actively involved?

**Mr. Segobiano:** As long as the traffic report is represented, no. What we are concerned about is this bridge is going to begin construction again in March and we are just now addressing these issues, even though they were raised four years ago. These are life safety issues. I think that's our biggest frustration. This could have been easily taken care of with the school district when the bridge was being discussed five or more years ago.

**Chairman Stellato:** Is there anyone else in the audience who wants to make any statements or comments? No? Okay. It sounds to me like we've accepted a lot of testimony tonight. Joe, I would like to get a copy of your prepared statement if you have a chance to send it over to us so we can look through that. We've got a lot of choices to consider. Mark, you mentioned that we have begun discussion with the school district, or where does that stand right now with our ongoing talks with the school?

**Mr. Koenen:** Brian Townsend has had a conversation with the school superintendent and Jim Bernahl and I have had conversations with John Baird who is our primary contact for operational issues. Chief Lamkin has had conversations with John Baird as well. So conversations have been initiated, yes.

**Aldr. Carrigan:** In looking at these costs, are they directly tied to the bridge? If they, can we put them in the bond as part of the improvements?

**Mr. Koenen:** I have not seen the draft of the bond. I have suggestions, though. Option 1 is already in the proposal, so that's finished. Options 2 & 4 which totals \$12,000 is something we can do right now, this summer. Option 3 is something that can be done with the school's cooperation, perhaps this summer. Same with Option 6. But Options 8, 9 and 10 aren't on the table because Option 10 is already completed, and Options 8 & 9 we don't meet warrant for. The big ticket item is Option 3.

**Aldr. Carrigan:** Are these bondable if we go in that direction?

**Mr. Minick:** Right now we are putting together some of the documents for the bonding. The issue would be the timing. Assuming Option 3 could be done fairly soon, we would not run the risk of any IRS regulations regarding the expenditure of the bond proceeds.

**Aldr. Carrignan:** Take Options 1, 2, 3 and 4. Those are all bondable?

**Mr. Minick:** I believe they would be as improvements to the infrastructure and roadway if deemed necessary.

**Aldr. Carrignan:** The others are warrant driven. Mark, I have a question relative to warrants regarding stop signs vs. signalization. What is the order of magnitude larger from a stop sign to a signal?

**Mr. Koenen:** The Police Department does stop signs, and Engineering does signals. For the signal, the warrant that was looked at by KLOA where they used the 2030 traffic volumes was based on peak hour delay. Typical warrants for a traffic signal, you have so many cars that go through an intersection for 8 hours of a 24 hour duration on the major leg and 8 hours on the minor leg.

In this particular location, aside from St. Charles North High School, there are not a lot of hours per day where there is heavy traffic on the minor legs of the intersection. Where you are going to meet warrant is probably in peak hour, which is what KLOA did for 2030 traffic.

**Chief Lamkin:** We do warrants for stop signs the same way.

**Mr. Koenen:** The disadvantage of stop signs is they are up there 24 hours/day, 7 days a week, so everyone is going to have to stop every time they go through.

**Aldr. Turner:** When you meet a warrant, it's over an 8 hour time frame, not 2 or 3 hours?

**Chief Lamkin:** It's all over an 8 hour time frame.

**Aldr. Rogina:** Bill made a good point before about the sharing of costs with other government agencies, and while I understand where Aldr. Carrignan is coming from and would support that, I think it's imperative given what Mr. Koenen has outlined, the fact that there is a right-of-way issue here, there is property owned by the school district here; to me this is the first step. I would certainly invite the HOA to participate. If they chose not to, that's their business. I'm ready to make a motion now to direct staff to continue with plans for discussion with District 303 representatives and report back to this committee at a future date. In fact, I will make that motion.

**Aldr. Carrignan:** I'll second.

**Aldr. Stellato:** Thank you for the motion, Ray, but just as point of order, the March GSC is cancelled, so it will have to come to another Committee so we don't lose any time here, either Planning & Development or Government Operations.

I would also like to add on to the motion, besides directing staff to do that, I'd like to direct staff to find out the bonding options for being able to finance these improvements.

**Aldr. Carrignan:** I agree.

**Aldr. Stellato:** Do you want to pick a date for the next meeting?

**Aldr. Carrignan:** Can you have it ready by the 12<sup>th</sup>?

**Mr. Koenen:** I think the 12<sup>th</sup> might be tight because I don't know what the school district schedules are, either. The 19<sup>th</sup> might be better, I know we are tentatively planned for a budget meeting that night.

**Aldr. Stellato:** We'll give it a shot for the 19<sup>th</sup>. So for anyone in the audience, it looks like we'll have more information on March 19<sup>th</sup>. We'll be working on two parallel paths; one is financing the project, second is discussions with the school district and how to move forward on these recommendations.

No further discussion.

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

**MINUTES  
CITY OF ST. CHARLES, IL  
GOVERNMENT SERVICES COMMITTEE MEETING  
MONDAY, APRIL 23, 2012, 7:05 P.M.**

**Members Present:** Chairman Stellato, Vice-Chairman Turner, Aldr. Monken, Aldr. Payleitner, Aldr. Rogina, Aldr. Martin, Aldr. Krieger, Aldr. Bessner, Aldr. Lewis

**Members Absent:** Aldr. Carrignan

**Also Present:** Mayor DeWitte, M. Koenen, R. Gallas, J. Lamb, P. Suhr, G. Amburgey, T. Bruhl, Chris Minick

**5.d. Recommendation of Improvements to Address Present Traffic Impacts along Red Gate Road at St. Charles North High School (Red Gate Bridge)**

**Mark Koenen presented.** This is an extension from a conversation that we had at the February Government Services Committee meeting. At that time, we were speaking about traffic entrance and exists from St. Charles North High School as well as the Rivers Edge Subdivision on the north side of Red Gate Road. The direction from the Committee at the February meeting was for City Staff to work with D303 representatives toward a solution in terms of how we can enhance access into the high school today as well as in the future.

Brian Townsend has been meeting with the Superintendent from D303, and this is where we are at this point. I should describe this as a “one step at a time” proposal. The first step would be to add left turn lanes on Red Gate Road as you approach St. Charles North High School or as you approach the entrance into Rivers Edge Subdivision. There is a left turn lane there for those proceeding westbound and proceeding south into the high school, and it’s basically striped out on the opposite side, but we would freshen up those markings and add a bonafide left turn lane for east and northbound movements. That work would be completed this summer before school opened this fall.

D303 has accepted the proposal from the city that talked about improvements to the High School parking lot. This is the exhibit you saw in your packet back in February that shows some improvements at the entrance off Red Gate Road. Right now, you can pull in off Red Gate Road and you have a choice to make, basically four or five different driveways you can use at the north end of their campus (just south of the entrance roadway from Red Gate Road). The proposal is that all the lanes but one lane would be entrance lanes (there would only be one exit). In the morning when we have a surge of

students and faculty approaching the high school, hopefully motorists can enter on a free flowing capacity as opposed to people trying to make the decision of which way to turn.

D303 has been very progressive in approaching this issue. Last week they initiated some of these revisions. They put bollards to limit the movement where the islands are to give directional sense of where traffic should be flowing when they enter the high school. They also have "no entrance" signs and some pavement marking. There is additional work that the District is planning to do, however. They intend to do serious parking lot renovations this summer. When that work is completed, they will finish the signage as well as the pavement marking to enhance better movement in the parking lot.

When that work is completed, the St. Charles Police Department, along with PW Engineering and District 303 staff will take a look at how this has impacted traffic movements into the high school. In fall 2012, we will have some sense if the queue length along Red Gate Road for all the motorists in the morning trying to make the right turn into the high school. Has the queue length shortened, or if in fact the duration of that queue length is shorter.

**Aldr. Bessner:** I was out there this weekend and I did see that. What I noticed was that it not only directs traffic to a round turn, but it also prevents a straightaway of any sort in that intersection, meaning there is no way cars can be cruising through there too fast.

**Mr. Koenen:** Did you feel it appears to be an enhancement of safety?

**Aldr. Bessner:** By all means, yes.

**Mr. Koenen:** The District and the City are working together to try to come up with a solution that is the right pace for making these improvements without spending money until we actually know what the needs really are.

No further discussion.

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

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

**Members Present:** Chairman Stellato, Aldr. Carrignan, Aldr. Payleitner, Aldr. Turner, Aldr. Rogina, Aldr. Martin, Aldr. Krieger, Aldr. Bessner

**Members Absent:** Aldr. Monken, Aldr. Lewis

**Others Present:** Brian Townsend, City Administrator; Donald DeWitte, Mayor; Mark Koenen, Director of Public Works; James Bernahl, Public Works Engineering Manager; John Lamb, Environmental Services Manager; Peter Suhr, Public Services Manager; Tom Bruhl Electric Services Manager; James Lamkin, Police Chief; Joseph Schelstreet, Acting Fire Chief

**4.a Recommendation to approve an Intergovernmental Agreement with School District 303 (Red Gate Road/St. Charles North High School).**

**Mark Koenen presented.** This is an agreement between District 303 and the City of St. Charles for a traffic signal and a right turn lane for eastbound motorists travelling along Red Gate Road who are choosing to enter into St. Charles North High School. This is a project we have talked about a number of times over the last 18 months. We have had good coordination with District 303, and they are taking this to their committee for consideration and ultimately a final board action in May.

Staff is requesting approval of the Intergovernmental Agreement.

No further discussion.

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

**4.b. Recommendation to approve Construction Service Agreement for Red Gate Road/St. Charles North High School.**

**Mark Koenen presented:** This is the construction contract to the Intergovernmental Agreement. Public Works Engineering has been working with the Red Gate Bride Contractor, James McHugh Construction to secure a quotation from them to do this particular work. We worked with McHugh to extend their bid quantities that they had

used to bid the project originally with the State of Illinois and extend those same items and quantities in terms of costs to the City of St. Charles now for this new traffic signal.

Those numbers came in at approximately \$650,000. As you will note in the Executive Summary, this is part of the proposed budget for FY 13/14 and the money would come from the Red Gate Bridge monies which are left over from the original project. We have set aside approximately \$500,000 for the project. We are working with the contractor now to try to get the costs down.

There is a 14-16 week delay on traffic signal ordering and delivery of equipment. We would like to get started and get the project moving to have the signal in before school starts in the fall of 2013.

**Aldr. Carrignan:** This \$500,000 unfunded which will be coming out of the bond?

**Mr. Koenen:** That is correct.

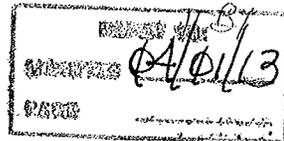
**Aldr. Carrignan:** So we have \$146,000 left. Do we know where that is coming from?

**Mr. Koenen:** We have budgeted \$650,000 and Mr. Townsend has asked us to negotiate with the contractor to bring us down to approximately \$500,000. Half of that is being reimbursed by the school district.

Staff recommends approval of the construction service agreement.

No further discussion.

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



INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT (the "Agreement"), made and entered into this 1st day of April, 2013, by and between the CITY OF ST. CHARLES, Kane and DuPage Counties, Illinois (the "City") and the ST. CHARLES COMMUNITY UNIT SCHOOL DISTRICT 303, Kane and DuPage Counties, Illinois (the "District"), the City and the District singularly being referred to as a "Party" and collectively as the "Parties".

WITNESSETH

WHEREAS, units of local government and school districts, including the Parties to this Agreement, are authorized to contract with each other in any manner not prohibited by law or ordinance, to exercise, combine or transfer any power or function in any manner not prohibited by law, and to use their credit, revenues and other resources to pay costs and to service debt related to intergovernmental activities, pursuant to Article VII, Section 10 of the Constitution of the State of Illinois; and

WHEREAS, the Parties are "public agencies" as defined within the Intergovernmental Cooperation Act, (5 ILCS 220/1, *et seq.*) and, by that Act, are authorized to jointly exercise any power, privilege or authority which they might individually exercise and enter into contracts for the performance of governmental services, activities and undertakings; and

WHEREAS, the Parties have determined that it is in the mutual best interest of each Party that a spotlight be installed at the north entrance of St. Charles North High School at Red Gate Road (the "Project").

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual covenants and agreements hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which each Party hereto hereby acknowledges, the Parties do hereby agree as

follows:

**Section 1. Incorporation of Recitals.** The preambles set forth above are hereby incorporated herein as substantive provisions of this Agreement as if fully set out in this Section 1.

**Section 2. Installation of Stoplight.** The City shall be responsible for the design, construction and installation of the Project. All costs associated with the design, construction and installation of the Project, including, but not limited to, costs for labor, materials and equipment shall be paid by the City when due, subject to reimbursement from the District as hereinafter provided.

**Section 3. Reimbursement of Project Costs.** The District agrees to reimburse the City for fifty percent (50%) of the construction and installation costs of the Project, but shall not reimburse the City for any portion of the planning and design costs of the Project. In no event shall the District's reimbursement exceed \$250,000. The District agrees to pay and reimburse the City for such costs within thirty (30) days of receipt of an invoice containing an itemization from the City, along with such additional documentation as the District may reasonably request to verify the City's payment of such costs.

**Section 4. Mutual Cooperation.** The Parties shall do all things necessary or appropriate to carry out the terms and provisions of this Agreement and to aid and assist each other in furthering the objectives of this Agreement and the intent of the Parties as reflected by the terms of this Agreement, including, without limitation, the enactment by the Parties of such resolutions and ordinances, the execution of such permits, applications and agreements and the taking of such other actions as may be necessary to enable the Parties' compliance with the terms and provisions of this Agreement, and as may be necessary to give effect to the objectives of this Agreement and the intentions of the Parties as reflected by the terms of this Agreement.

**Section 5. Notices.** All notices hereunder shall be in writing and must be served either personally or by registered or certified mail to:

A. The City at:  
City of St. Charles  
2 East Main Street  
St. Charles, IL 60174  
Attention: City Administrator

B. The District at:  
201 South 7<sup>th</sup> Street  
St. Charles, IL 60174  
Attention: Superintendent of Schools

C. To such other person or place which either Party hereto, by its prior written notice, shall designate for notice to it from the other Party hereto.

**Section 6. No Third Party Rights.** Nothing in this Agreement, whether express or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any person other than the Parties hereto and their respective permitted successors and assigns, nor is anything in this Agreement intended to incur or discharge the obligation or liability of any third person to any Party, nor shall any provision give any third person any right of subrogation or action over or against any Party to this Agreement.

**Section 7. Integration.** This Agreement represents the entire understanding between the Parties and may be modified only by a written document signed by both Parties.

**Section 8. Assignment.** Neither of the Parties may assign its rights and privileges or its duties and obligations under this Agreement without the written consent of the other Party. This Agreement shall inure to the benefit of each Party and their respective successors and assigns.

**Section 9. Governing Law.** This Agreement and the application of the terms contained herein shall be governed by the laws of the State of Illinois.

**Section 10. Non-Waiver.** Any failure or delay by any Party in instituting or prosecuting

any actions or proceedings or in otherwise exercising its rights hereunder shall not operate as a waiver of any such rights or to deprive it of or limit such rights in any way. No waiver in fact made by a Party with respect to any specific default by the other Party shall be considered or treated as a waiver of the rights of the waiving Party with respect to any other defaults by the defaulting Party or with respect to the particular default except to the extent specifically waived in writing.

**Section 11. Headings.** The headings contained in this Agreement are for convenience of reference only and shall not limit or otherwise affect in any way the meaning or interpretation of this Agreement.

**Section 12. Invalidity.** Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be valid under applicable law, but if any provision of this Agreement shall be held to be invalid or prohibited hereunder, such provision shall be ineffective to the extent of the prohibition or invalidation, but shall not invalidate the remainder of such provision or the remaining provisions of this Agreement.

**Section 13. Counterparts.** This Agreement may be executed in multiple, identical counterparts and all said counterparts shall, taken together, constitute this integrated agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties hereto have set their hands and seals the day and

year first above written.



CITY OF ST. CHARLES

By: Robert P. Mills  
Mayor

ATTEST:

Nancy Garrison  
City Clerk

ST. CHARLES COMMUNITY UNIT SCHOOL  
DISTRICT 303

By: \_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

STATE OF ILLINOIS        )  
  ) SS.  
COUNTY OF KANE         )

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that Donald P. DeWitte., Mayor of the City of St. Charles, and Nancy Garrison, City Clerk of said City, personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such Mayor and City Clerk, respectively appeared before me this date in person and acknowledged that they signed and delivered the said instrument as their free and voluntary act and as the free and voluntary act of said City, for the uses and purposes therein set forth; and the said City Clerk then and there acknowledged that she, as custodian of the corporate seal of said City, did affix the corporate seal of said City to said instrument, as her own free and voluntary act and as the free and voluntary act of said City, for the uses and purposes therein set forth.

GIVEN under my hand and Notarial Seal this 1<sup>st</sup> day of April, 2013.



*Mary Foster*  
Notary Public

STATE OF ILLINOIS        )  
  ) SS.  
COUNTY OF KANE         )

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that \_\_\_\_\_, President of St. Charles Community Unit School District 303 and \_\_\_\_\_, Secretary of the St. Charles Community Unit School District 303, personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such President and Secretary, respectively appeared before me this date in person and acknowledged that they signed and delivered the said instrument as their free and voluntary act and as the free and voluntary act of said corporation, for the uses and purposes therein set forth; and the said Secretary then and there acknowledged that he, as custodian of the corporate seal of said corporation, did affix the corporate seal of said corporation to said instrument, as his own free and voluntary act and as the free and voluntary act of said corporation, for the uses and purposes therein set forth.

GIVEN under my hand and Notarial Seal this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Notary Public



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title: Presentation to Provide Update on IL Route 64 Projects  
– Information only

Presenter: James Bernahl

*Please check appropriate box:*

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 05.28.13
<input type="checkbox"/>	Planning & Development		City Council

Estimated Cost:		Budgeted:	YES		NO	
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If NO, please explain how item will be funded:

### Executive Summary:

Information will be communicated at the meeting to provide the most up to date information to the City Council relative to the IL Route 64 Project.

### Attachments: *(please list)*

None.

### Recommendation / Suggested Action *(briefly explain):*

Information only.

*For office use only:*

*Agenda Item Number: 4.b*



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to approve Mowing Maintenance Contract with Fox Valley Lawn Care

Presenter: Peter Suhr

*Please check appropriate box:*

	Government Operations	X	Government Services 05.28.13
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$29.30/ Acre	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

Since 2008, Fox Valley Lawn Care has provided lawn maintenance services for City owned property. Fox Valley has agreed to hold their price for a fourth consecutive year as a continuation of their original contract in 2008. Fox Valley Lawn Care has done an outstanding job of lawn care, is competitively priced and therefore recommended for continued service with the City.

**Attachments:** *(please list)*

None.

**Recommendation / Suggested Action** *(briefly explain):*

Recommendation to approve Mowing Maintenance Contract with Fox Valley Lawn Care.

*For office use only:*

*Agenda Item Number: 4.c*

**REQUEST FOR WAIVING BID PROCEDURE**

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Fox Valley Lawn Care  
PO Box 94  
St. Charles, IL 60174

For the purchase of: Mowing Maintenance

At a cost of: \$ 29.30/ Acre

Reason for the request to waive the bid procedure: Fox Valley Lawn Care has been doing City mowing since 2008 and has kept their prices constant for four consecutive years. They have also provided excellent service the entire time.

Other Quotations Received: Two

Date: 5/28/2013

Requested by: \_\_\_\_\_

Department Director: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

Committee Chairman: \_\_\_\_\_

**THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.**



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to approve Sidewalk Maintenance Contract with Raise Rite

Presenter: Peter Suhr

*Please check appropriate box:*

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 05.28.13
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$35,000	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

**Executive Summary:**

Over the past ten (10) years, the City has been utilizing Raise-Rite to help maintain city sidewalks. Raise-Rite is a specialty contractor who levels the concrete sidewalk by lifting the concrete slab, therefore mitigating any tripping hazards. As part of our sidewalk program, City staff analyses our sidewalks on an annual basis and determines whether grinding, lifting or replacing a section of walk is most appropriate. This year it is estimated that the lifting services provided by Raise Rite will be about \$35,000.

**Attachments:** *(please list)*

Proposal from Raise-Rite to provide Sidewalk Maintenance Service.

**Recommendation / Suggested Action** *(briefly explain):*

Recommendation to approve Sidewalk Maintenance Contract with Raise Rite.

*For office use only:*

*Agenda Item Number: 4.d*

**REQUEST FOR WAIVING BID PROCEDURE**

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Raise-Rite Concrete Lifting  
195 Kehoe Blvd., Unit 5  
Carol Stream, IL 60188

For the purchase of: Sidewalk Maintenance Service

At a cost of: \$ 35,000

Reason for the request to waive the bid procedure: Raise-Rite Concrete Lifting provides a specialty type service for our community. After competitively bidding the service five years ago, Raise-Rite has maintained their low costs with only slight increases. To verify if services were still competitive, city staff received two other quotes in 2013 confirming Raise-Rite's bid. Raise-Rite has provided the City with excellent service over the past ten years and leaves us with no doubt they will continue to do so.

Other Quotations Received: Two

Date: 5/28/2013

Requested by: \_\_\_\_\_

Department Director: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

Committee Chairman: \_\_\_\_\_

**THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.**

Raising Sunken Concrete  
Since 1974



**RAISE-RITE**  
Concrete Lifting

May 13, 2013

Mr. Peter Suhr  
Department of Public Works  
City of St. Charles  
2 E. Main Street  
St. Charles, IL 60174

RE: 2013 City Sidewalk Mudjacking Program

Dear Mr. Suhr:

Raise-Rite Concrete Lifting herewith proposes to provide sidewalk mudjacking for the 2013 calendar year at the rate of \$2.65 per square foot.

Please feel free to call if you have any questions. We hope that we have provided quality service to you since 2003 and can continue to do so in the future.

Sincerely,

A handwritten signature in cursive script that reads "Darrell E. Clay".

Darrell E. Clay  
President



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to approve Sidewalk Maintenance Contract with Safe Step

Presenter: Peter Suhr

*Please check appropriate box:*

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 05.28.13
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$35,000	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:

Over the past five (5) years, the City has been utilizing Safe Step to help maintain city sidewalks. Safe Step is a specialty contractor who levels the concrete sidewalk by grinding the top surface, therefore mitigating any tripping hazards. As part of our sidewalk program, City staff analyses our sidewalks on an annual basis and determines whether grinding, lifting or replacing a section of walk is most appropriate. This year it is estimated that the grinding services provided by Safe Step will be about \$35,000.

### Attachments: *(please list)*

Proposal from Safe Step to provide Sidewalk Maintenance Service.

### Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve Sidewalk Maintenance Contract with Safe Step.

*For office use only:*

*Agenda Item Number: 4.e*

**REQUEST FOR WAIVING BID PROCEDURE**

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Safe Step, LLC.  
PO Box 411  
Hortonville, WI 54944

For the purchase of: Sidewalk Maintenance Service

At a cost of: \$ 35,000

Reason for the request to waive the bid procedure: Safe Step provides a specialty type service that is difficult to bid out, especially for local businesses. That being said, staff has received two other quotes for similar services and has verified Safe Step's competitive quote. Safe Step has provided the City with excellent service over the past five years and leaves us with no doubt they will continue to do so. In effort to help maintain our fiscal responsibility, Safe Step has held their pricing for the first four consecutive years and is only requesting a slight increase (under 2%) this year.

Other Quotations Received: Two

Date: 5/28/2013

Requested by: \_\_\_\_\_

Department Director: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

Committee Chairman: \_\_\_\_\_

**THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.**



## 2013 Illinois Area Rate Schedule

Integrity is the lifeblood of Safe Step. We will deal honestly and openly with every customer, maintaining consistency in our pricing, quality, and performance in every aspect of every business transaction.

### Criteria Based Projects

**Trip hazards eliminated based on budget, street priority, and department criteria.  
No-cost sidewalk surveys provided with R&R identification.**

<u>Total Contract Size</u>	<u>Standard/Private Inch-Foot Rate</u>	<u>Municipal Inch-Foot Rate</u>
0 - \$2999	\$28.25	\$26.25
\$3000 - \$9999	\$27.25	\$25.25
\$10,000 – 29,999	\$26.00	\$24.25
\$30,000 - \$75,000	\$24.50	\$23.50
Over \$75,000	\$23.75	\$22.75

### Address Specific Projects

**Specific trip hazards surveyed, located, and identified by client.**

<u>Total Contract Size</u>	<u>Standard/Private Inch-Foot Rate</u>	<u>Municipal Inch-Foot Rate</u>
0 - \$5999	\$29.25	\$27.25
Over \$6,000	\$28.25	\$26.25

The standard unit of measurement is labeled **inch-feet**:

An “**inch-foot**” is: The average displacement of the trip hazard in inches multiplied by the length of the cut in feet.

**EXAMPLE:** A slab 4 ft wide has a displacement that is 1” high on one side and 1/8” on the other side

$$\text{The average displacement is } \frac{1'' + 1/8''}{2} \times 4' = 9/16'' \times 4 = 2.25 \text{ inch feet.}$$



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to award proposal from Engineering Enterprises Inc. (EEI) for Design and Construction Engineering for Red Gate Water Tower
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Presenter:	John Lamb
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*Please check appropriate box:*

	Government Operations	X	Government Services 05.28.13
	Planning & Development		City Council

Estimated Cost:	\$162,666.00	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

The new water tower project was recommended in the approved Water Division 10 Year Master Study in 2007. The additional elevated tower will reduce pressure swings and surges, address pressure issues in the outer service area, provide for storage redundancy, assist with meeting peak water demand capacity and allow for maintenance of existing towers. Additional storage was also recommended by the Illinois Environmental Protection Agency during an inspection in 2011.

Requests for proposals were sent to five firms and all responded. The process was based on a “best value” approach to seek out the best qualified firm. Each firm was evaluated independently by a four-member review team based on five categories. The team then met and discussed the proposals as a group. The group voted on the top two firms based solely on qualifications prior to reviewing fees. As a result staff recommends the hiring of Engineering Enterprises at a cost of \$162,666.00.

Design engineering costs are in the current budget. Construction engineering and tower construction are in the proposed FY14/15 budget. Construction of the water tower is projected to start in summer of 2014. The site of the water tower is located at the southwest corner of the intersection of Red Gate Road and Illinois Route 25.

**Attachments:** *(please list)*

Resolution Authorizing Mayor and Clerk to execute proposal from Engineering Enterprises, Inc.

**Recommendation / Suggested Action** *(briefly explain):*

Recommendation to award proposal from Engineering Enterprises Inc. (EEI) for Design and Construction Engineering for Red Gate Water Tower and a Resolution authorizing the Mayor and City Clerk to execute same.

*For office use only*

*Agenda Item Number: 4.f*



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Waive the Formal Bid Process and Approve Proposal from Hawkins Water Treatment Group for Fiscal Year 2013/2014
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Presenter:	John Lamb
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*Please check appropriate box:*

	Government Operations	X	Government Services 05.28.13
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$74,060.00	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

Water Division staff sent out requests for proposals for competitive pricing for water treatment chemicals for fiscal year 2013-14. These chemicals are used at all the well houses and treatment facilities such as radium removal. The list includes chlorine, fluoride, sodium hypochlorite, sodium permanganate and manganese sulfate. Requests for proposals were sent to three companies, two companies submitted proposals.

The pricing is summarized in the attached table. Hawkins Water Treatment Group is the lowest proposal at a cost of \$74,060.00.

Staff requests waiver of formal bid process since proposals were requested in lieu of the formal bid process.

**Attachments:** *(please list)*

Proposal Summary  
Bid Waiver

**Recommendation / Suggested Action** *(briefly explain):*

Recommendation to waive formal bid process and approve proposal from Hawkins Water Treatment Group for fiscal year 2013-14 and a Resolution authorizing the Mayor and Clerk to execute on behalf of the City of St. Charles.

*For office use only:*

*Agenda Item Number: 4.g*

**REQUEST FOR WAIVING BID PROCEDURE**

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Hawkins Water Treatment Group  
32040 S. Rt. 45  
Peotone, IL

For the purchase of: Water treatment chemical costs for FY13/14

At a cost not to exceed: \$74,060.00.

Reason for the request to waive the bid procedure: Staff used request for proposals, competitive pricing process to obtain pricing. Sent proposals to three companies, two submitted.

Other Quotations Received: Viking Chemicals

Date: May 13, 2013

Requested by: John Lamb\_\_\_\_\_

Department Director: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

Committee Chairman: \_\_\_\_\_

**THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.**

## FY 2013/14 Water Treatment Chemical Costs Summary

Product	Estimated lbs/yr	Chemical Vendors		
		Alexander / Carus	Viking	Hawkins
Chlorine Gas	34,000	No quote	\$18,020	\$13,260
Price per lb		submitted.	0.53	0.39
Fluoride	54,000		\$25,920	\$21,600
Price per lb			0.48	0.40
Sodium Hypochlorite	96,000		\$18,240	\$13,920
Price per lb			0.19	0.15
Sodium Permanganate	18,000		\$16,740	\$20,880
Price per lb			0.93	1.16
Manganese Sulfate	8,000		\$4,780	\$4,400
Price per lb			0.60	0.55
<b>Total</b>			\$83,700	\$74,060



## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to approve Refuse and Recycling Collection Five Year Contract with Advanced Disposal
Presenter:	John Lamb

*Please check appropriate box:*

	Government Operations	<input checked="" type="checkbox"/>	Government Services 05.28.13
	Planning & Development	<input type="checkbox"/>	City Council
	Public Hearing	<input type="checkbox"/>	

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

**Executive Summary:**

Please see attached memo.

**Attachments:** *(please list)*

Memo

**Recommendation / Suggested Action** *(briefly explain):*

Recommendation to approve Refuse and Recycling Collection Five Year Contract with Advanced Disposal.

<i>For office use only:</i>	<i>Agenda Item Number: 4.h</i>
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**Engineering Office**

Phone: (630) 377-4486

Fax: (630) 762-6922



# Memo

Date: May 28, 2013

To: Mayor Rogina, City Council and Brian Townsend

From: John Lamb

RE: Refuse and Recycling Collection Contract

---

The City is in the third year of a contract for refuse disposal and recycling with Advanced Disposal (formerly Veolia). The contract allows for a renewal option for the fourth and fifth year. The option includes pricing for those years. This contract was approved by the City Council in May of 2010 with the renewal option and pricing. On June 30 of this year the contract will expire if not renewed. The contract year is July 1 – June 30.

In the past four months staff investigated the option of partnering with Geneva and Batavia on a tri-cities solid waste disposal contract. Batavia and Geneva were motivated to seek proposals for refuse and recycling collection. After several meetings among the tri-cities staffs it was decided a single contract for all three cities would be somewhat difficult to undertake due to the unique requirements and legal issues of respective cities and have completed prior to July 1. For your information, Batavia and Geneva independently solicited proposals with a common time line and core work scope. Each community received proposals from five vendors. In both cases Advanced Disposal was the low proposer for the alternatives chosen. We did not elect to solicit proposals for refuse and recycling services. As you know St. Charles has a very competitive contract with Advanced Disposal including our option years (2013 and 2014). In addition Advanced Disposal was willing to ensure the City would not have higher rates than Geneva or Batavia as a result of their proposal solicitation.

Information is provided on the attached table, regarding key pricing for the St Charles refuse and recycling program. As a base line we have provided what bag/tag and toter pricing is today in our contract with Advanced Disposal (current through June 30). Advanced Disposal has also provided two options for refuse and recycling collection in the future. The first option, labeled "Option Year Fees" represents the renewal option included in our current contract. The second option, labeled "Proposed 5-year Contract Renewal Fees" is based on the proposal solicitation received in Batavia and Geneva.

Each of the options has benefits. Please consider the benefits as follows.

A---Option Year Fees (Years 2013 and 2014)

- 1- Service level remains status quo.
- 2- Bag, tag and toter fee increase is modest but more competitive than Batavia and Geneva.

B---Proposed 5-Year Contract Renewal Fees (Years 2013 through 2017)

- 1- Lock down a five year contract for pricing.
- 2- Advanced Disposal provides a “free” 35 or 65 gallon wheeled recycling toter to each household. The recycling toter may be used in lieu of the orange bin(s). For your information, residents pay \$3.00/month in the present contract.
- 3- The recycling toter enhances the “green image” of the City as it encourages recycling.
- 4- The recycling toter eliminates the problem with blowing litter from the orange bin in neighborhoods.
- 5- The recycling toter has the floor area of an orange bin and the volume of a garbage can. In the case of the resident who uses multiple orange bins the recycling toter may take less storage space.
- 6- Batavia, Geneva and St. Charles contracts all end in 2017. This may allow for a single tri-cities refuse and recycling contract in the future.
- 7- The trend in refuse and recycling collection is to move to the toter and away from the bag and tag. This moves our community gradually a “step at a time”.

C---There is one additional option and that is to direct staff to solicit proposals for consideration independently of the options discussed above.

Staff would recommend we endorse the “Proposed 5-Year Contract Renewal Fees” option as discussed above. The option of a secure five year contract rather than to take that risk in 2015 is of value. Additionally, several of the base services option fees are maintained from the “Option Year Fees” and included in the “Proposed 5- Year Contract Renewal Fees” enhancing the recommended fee structure.

**Refuse / Recycling Pricing Comparison - May 2013**  
**Current Contract Options - Year 4 & 5 to Advanced Disposal Proposed 5-Year Contract Renewal**

	Current Fees		Option Year Fees		Proposed 5-Year Contract Renewal Fees				
	2012/13		2013	2014	2013	2014	2015	2016	2017
<b>Base Service</b>									
Refuse Sticker	\$ 2.70	\$ 2.78	\$ 2.78	\$ 2.86	\$ 2.85	\$ 2.98	\$ 3.11	\$ 3.25	\$ 3.40
Yard Waste Sticker	\$ 2.70	\$ 2.78	\$ 2.78	\$ 2.86	\$ 2.85	\$ 2.98	\$ 3.11	\$ 3.25	\$ 3.40
Half Refuse Bag	\$ 1.50	\$ 1.54	\$ 1.54	\$ 1.59	\$ 1.54	\$ 1.59	\$ 2.02	\$ 2.11	\$ 2.21
Refuse Bag	\$ 2.98	\$ 3.07	\$ 3.07	\$ 3.16	\$ 3.07	NA	NA	NA	NA
<b>65 Gallon Recycling Toter</b>									
35 Gallon Refuse Toter (optional)	NA	NA	NA	NA	\$ 19.00	\$ 19.86	\$ 20.75	\$ 21.68	\$ 22.66
65 Gallon Refuse Toter	\$ 17.50	\$ 18.03	\$ 18.03	\$ 18.57	\$ 18.03	\$ 18.57	\$ 21.84	\$ 22.82	\$ 23.85
95 Gallon Refuse Toter	\$ 20.69	\$ 21.31	\$ 21.31	\$ 21.91	\$ 21.00	\$ 21.95	\$ 22.93	\$ 23.96	\$ 25.04
35 Gallon Recycling Toter (optional)	NA	NA	NA	NA	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20
65 Gallon Recycling Toter (optional)	NA	NA	NA	NA	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 2.20
95 Gallon Recycling Toter (optional)	NA	NA	NA	NA	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 3.20
65 Gallon Yard Waste Toter	NA	NA	NA	NA	\$ 25.00	\$ 26.13	\$ 27.30	\$ 28.53	\$ 29.81
<b>Other Services</b>									
White Goods (per item)	\$ 2.70	\$ 2.78	\$ 2.78	\$ 2.86	\$ 30.00	\$ 30.00	\$ 35.00	\$ 35.00	\$ 40.00

**NOTES:**

**Advanced proposal pricing includes 35 or 65 gallon recycling toter for all residents.**

Refuse Sticker	Fee will increase \$0.07 from option year price with 5 year renewal.
Yard Waste Sticker	Fee will increase \$0.07 from option year price with 5 year renewal. There will no longer be yard waste bags. Residents can purchase yard waste stickers and use generic bags.
Half Refuse Bag	Advanced will keep same pricing as option years with 5 year renewal.
Refuse Bag	Advanced will keep same pricing as option year 2013/14 and will discontinue use of full bags on July 1, 2014. Residents at that time can purchase refuse stickers and use generic bags.
65 Gallon Refuse Toter	Advanced will keep same pricing as option years with 5 year renewal.
95 Gallon Refuse Toter	Advanced proposed pricing is less than option years.
White Goods (per item)	Advanced proposed pricing is significantly higher. However, there are very few requests for this service due to appliance exchange service from retailers.



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to approve Use of Amplification Equipment and a Class E-1 Temporary Liquor License for the Firin' Up the Fox BBQ Contest
Presenter:	Chief Lamkin

*Please check appropriate box:*

	Government Operations	X	Government Services 05.28.13
	Planning & Development		City Council
	Public Hearing		

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

**Executive Summary:**

This is the second annual event for The Pride of the Fox, Inc.; however, it is the first time they are requesting for the event to take place at the Charlestowne Mall property, 3800 E. Main St. In 2012, this event was part of the Riverfest festival. Due to the popularity of the event, the coordinators decided to make this a stand-alone event at a larger venue. Noted from their complete detail are these items:

- A Class E-1 temporary liquor license. The alcohol service/main stage will be fenced off and identification will be verified and wristbands issued upon entry. (Diagram attached)
- Alcohol service times requested are:
  - Friday, July 5, 2013 starting at noon, last call 10:30 p.m., area cleared by 11:00 p.m.
  - Saturday, July 6, 2013 starting at noon, last call 10:30 p.m., cleared by 11:00 p.m.
  - Sunday, July 7, 2013 starting at noon and ending by 6:00 p.m.
- Amplified music will end no later than 10:30 p.m. on Friday and Saturday; there will be no music on Sunday.
- Awards and presentations for this event will take place center court inside Charlestowne Mall.
- Anticipated attendance for this event is 2,000 – 3,000 total.
- The event sponsor will work with the Police Department to determine the appropriate number of extra duty officers needed for the duration of this event and will be invoiced accordingly.

**Attachments:** *(please list)*

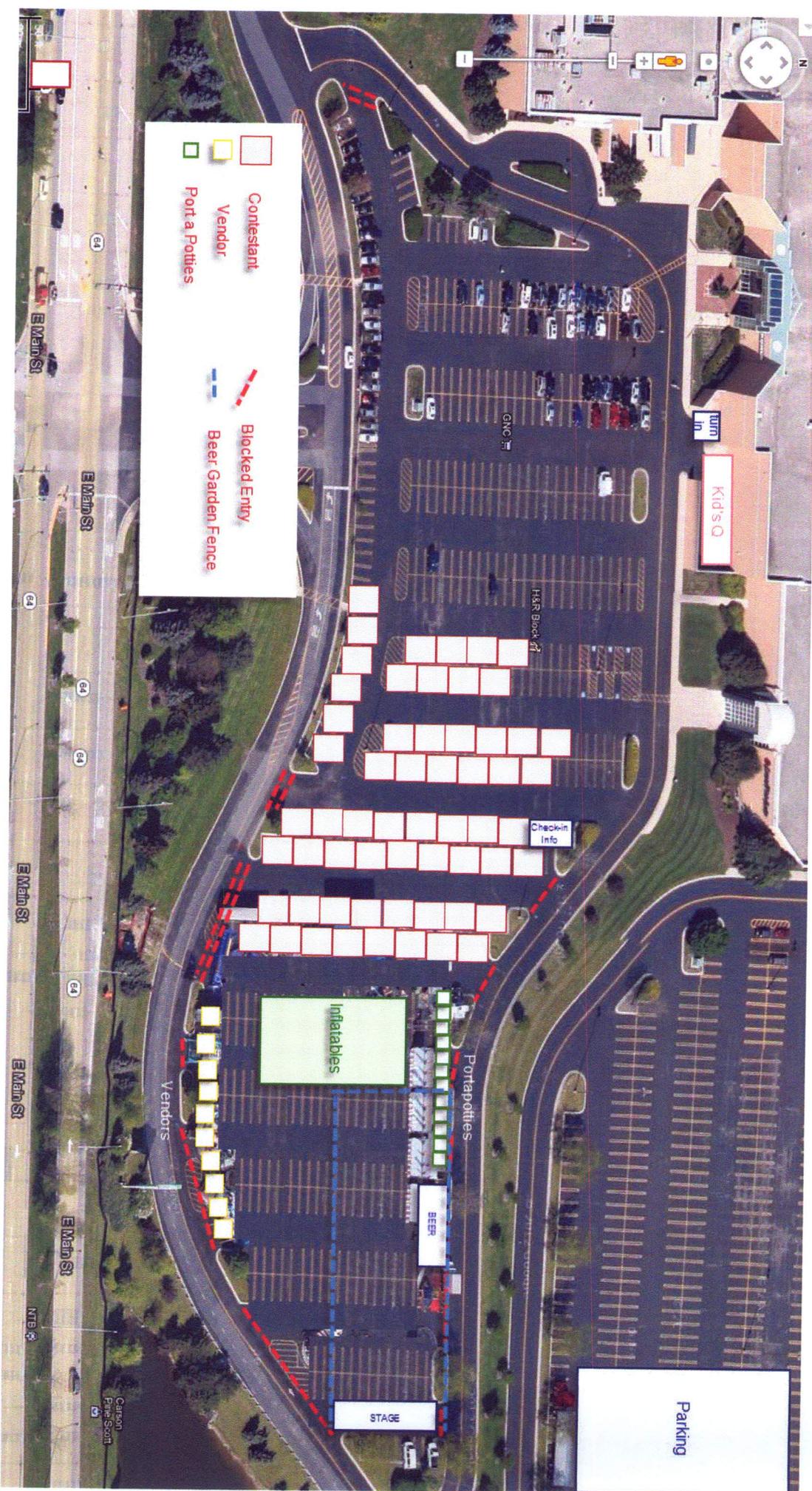
Diagram of event layout

**Recommendation / Suggested Action** *(briefly explain):*

Recommendation to approve use of amplification equipment and a Class E-1 Temporary Liquor License for the Firin' Up the Fox BBQ Contest.

*For office use only:*

*Agenda Item Number: 5.a*



 <b>ST. CHARLES</b> <small>SINCE 1834</small>	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>	
	Title:	Recommendation to approve a Class E-2 Liquor License and Use of Amplification Equipment on August 17 – 18, 2013 for The Festival of the Horse and Drum at the Kane County Fairgrounds
	Presenter:	Chief Lamkin

*Please check appropriate box:*

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 5.28.13
<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:**

Equis Concepts, LLC of rural St. Charles is hosting an event called the Festival of the Horse and Drum. It will be held at the Kane County Fairgrounds. The event is a first annual multi-cultural, multi-media event as outlined in the attached material. The event will run from 9:00 a.m. until 10:00 p.m. Saturday, August 17 and from 9:00 a.m. until 6:00 p.m. Sunday, August 18, 2013.

The use of amplification equipment for the duration of the event is requested. In addition Rookies, DBA BK and MM Ventures LLC, has requested an application to operate a beer garden during the event. A Class E-2 Temporary Liquor License has been requested for alcohol sales to start at 9:00 a.m. both days, ending at the time of the event. Under City Title 5.08.130, permitted hours for alcohol sales under a Class E-2 license start at 10:00 a.m. All other provisions related to food and identification checks with wristbands will apply.

The event sponsors have contracted with a private security company, A.L. E. Security, for the event. The Police Department will coordinate with the security agency and will determine the appropriate St. Charles Police extra duty personnel for the beer garden at the expense of the sponsor. The Police Department recommends alcohol sales be permitted at 10:00 a.m. each day.

**Attachments:** *(please list)*

Diagram; event description

**Recommendation / Suggested Action** *(briefly explain):*

Recommendation to approve a Class E-2 Liquor License and Use of Amplification Equipment on August 17 – 18, 2013 for The Festival of the Horse and Drum at the Kane County Fairgrounds.

<i>For office use only:</i>	<i>Agenda Item Number: 5.b</i>
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67/11

August 17<sup>th</sup> & 18<sup>th</sup>, 2013 Kane County Fairgrounds / St Charles, Illinois



ILLINOIS ROUTE 64

OAK STREET



All Buildings Approx. 40 x 260 or 200

GATE 3

PEDESTRIANS  
GATE 2

Pedestrian Gate

Pedestrian Gate

PEDESTRIAN  
GATE 1

FREE PARKING

MILLER ROAD

RANDALL ROAD



26 - 50 x 380  
27 - 50 x 200

Produced by  
Equus Concepts, LLC  
37W517 Crane Lane  
St Charles, IL 60175  
630-527-0088  
equusconceptsllc@gmail.com

LINCOLN HIGHWAY ILLINOIS ROUTE 38

- 1** Kid's Corral - Pony Rides
- 2a-2** Equine Abilities Expo Pavilion
- 3** Equine Abilities Expo Pavilion / Equine Educational Opportunities Area
- 5** (south) African American Cowboy & Military Pavilion
- 5** (north) Equine Art Contest & Show -St Charles Arts Council
- 6** Horses & Arts of the Baroque, Renaissance & Medieval Eras
- 7** Equine Business of the Fox Valley Area / Vendors
- 8** American Indian Pow-Wow / Vendors & Artist
- 9** American Indian Pow-Wow / Vendors & Artist
- 10** American Indian Drum Area
- 11** Blacksmith Championship / Trailer Vendors Area
- 12** Food Vendors Area
- 23** Equine Vendor Indoor Area
- 24** Horseman of Spain, Portugal & Mexico Arena & Vendor Area
- 25** Tanner & Glaze Western Horse & Games Festival Western Vendor & Food Area
- 26** Western Horse Barn
- 27** Horses of Spain, Portugal, Mexico & Holland Barn

Outdoor Vendor Space available around all Pavilions & Show Arenas

(A) BEER GARDEN (Approx 200 FT x 35 FT)

For Office Use  
Received: 4/3/12  
Fee Paid: \$ 200 -  
Receipt # 9717

# CITY OF ST. CHARLES

TWO EAST MAIN STREET NON-REFUNDABLE  
ST. CHARLES, ILLINOIS 60174-1984



## CITY LIQUOR DEALER LICENSE APPLICATION CLASS E2 - SPECIAL EVENTS

Pursuant to the provisions of Chapter 5.08, Alcoholic Beverages, of the City of St. Charles Municipal Code regulating the sale of alcoholic liquors in the City of St. Charles, State of Illinois and all amendments thereto now in force and effect.

The undersigned hereby makes application for a Liquor Dealer License,  
Class E2  
Commencing AUG 17, 2013 and ending AUG 18, 2013  
Time Starting SAT 9AM / SUN 9AM and ending SAT 10PM / SUN 6PM  
Location of Event KANE COUNTY FAIR GROUNDS

Name of Business BK & MM Ventures LLC  
Address of Business 1545 W MAIN ST Business Phone 630-513-0681  
Has Applicant had a Class E2 License in the previous 365 days? NO. If YES, on what date:  
5.08.050A1 Circle Choice to Show: Individual Partnership Corporation Other: LLC

### Requirements of a Class E2 - Special Civic Event License

1. The Class E2 license fee is \$100.00 per day.
2. A minimum of three (3) liquor supervisors shall monitor liquor service during all times of operation. **Please provide a list of all supervisors with this application.**
3. Beer and/or Wine are the only alcoholic beverages to be sold.
4. Hours are restricted to 12 noon to 12:00 midnight.
5. Licensee must rope/fence off the licensed premises.
6. Each patron **must wear a wristband** after having identification checked for legal alcohol consumption age.
7. Are children/minors permitted in the licensed premises? Y/N
8. A sign limited beer and/or wine consumption to the roped off area must be conspicuously displayed at all times.
9. **Each server of alcohol must be BASSET certified - need copy of BASSET certification.**
10. A copy of site plan diagram to include roped area shall accompany this application.
11. All security/police resources needed shall be attached to this application with approval of the Chief of Police before final issuance by Liquor Commissioner.

1. Name of class B, Class C or Class I Liquor License: Kane County Rookies
2. Has the applicant had a Class E2 License in the previous 365 days?      If Yes, on what date?
3. Is license to be used in conjunction with a special event approved by the City Council? YES - PENDING  
If yes, provide name of event: FESTIVAL OF THE HORSE & DRUM
4. Is license to be used in conjunction with a picnic, bazaar, fair or similar assembly with food dispensing and/or sale the predominate purpose of the event? NO
5. Location/address of event. Important: Attached drawing of location to this application. KANE COUNTY FAIR GROUNDS
6. Important: If location is out of doors, attach proof of liability insurance (photocopy) from an approved insurance agency.

### Affidavit

State of Illinois )  
County of Kane )

I/We, being duly sworn, that information contained in this application is true to my/our own knowledge and that the statements set forth are of my/our own free will. I/We solemnly swear that I/we will not violate any of the laws of the United States, the State of Illinois or the City Ordinances of the City of St. Charles.

Signed: [Signature]  
Sworn to before me this 3-13 day of     ,  
Notary Public Christine Nilles

Signed: [Signature]  
"OFFICIAL SEAL"  
CHRISTINE NILLES  
NOTARY PUBLIC, STATE OF ILLINOIS  
MY COMMISSION EXPIRES 9/21/2013

### ENDORSEMENT OF THE LIQUOR CONTROL COMMISSIONER

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Chief of Police: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Liquor Commissioner: \_\_\_\_\_

August 17<sup>th</sup> & 18<sup>th</sup>, 2013 Kane County Fairgrounds / St Charles, Illinois



[www.FestivalOfTheHorseAndDrum.com](http://www.FestivalOfTheHorseAndDrum.com)

Equus Concepts, LLC

630-524-0088

[equusconceptsllc@gmail.com](mailto:equusconceptsllc@gmail.com)

Equus Concepts, LLC. is pleased to announce a "New" Horse Festival for Northern Illinois! The "**Festival Of The Horse & Drum**"© will happen **August 17 – 18, 2013** at the Kane County Fairground in St. Charles Illinois.

This will be the first "Equestrian Multicultural Multimedia Event" of its kind!

The Festival is working with the American Indian Association of Illinois to hold a **Traditional Inter Tribal Pow Wow & Drum**, showcasing Drum groups with Indian dancers and singers from across the Midwest.

We will be hosting the "**Tanner & Glaze Western Horse & Games Festival**", and a **Fiesta of Spanish, Portuguese and Mexican Horseman with Mario A. Contreras Equestrian Extravaganza Show**. An educational tribute to the **African American Cowboy's & Military influence on the West** will also be featured. Another first is our **Equine Assisted Abilities Pavilion**©, designed to show the world how horses are used every day, everywhere to assist in healing the mind, body and soul of humans.

This Equestrian event promises to be the most "**fun at a horse fair**" the public will ever have!

- 🌸 **Traditional Inter Tribal American Indian Pow-Wow & Drum**
- 🌸 **Tanner & Glaze Western Horse & Games Festival** - Invitation Competition
- 🌸 **Horsemen of Spain, Portugal & Mexico Fiesta**
- 🌸 **Mario A. Contreras Equestrian Extravaganza Show**
- 🌸 **African American Cowboy & Military Pavilion**
- 🌸 **Equine Assisted Abilities Pavilion**© – Highlighting Horses Used Every Day in EAP & EAT
- 🌸 **Equine Educational Opportunities Area**
- 🌸 **Horses & Stables of the Fox Valley Pavilion**
- 🌸 **1st Annual Equus Film Festival in Downtown St Charles's Historic Arcada Theater**
- 🌸 **Kids Corral – Pony Rides - Breyer**© Horse Contest – Children's Horse Art Contest
- 🌸 **Multicultural Food Vendors**
- 🌸 **Equine Vendors & Authentic and Diverse Ethnic goods and crafts**
- 🌸 **Equine Clinics for all – Mounted and Un-Mounted**
- 🌸 **Juried Equine Art Contest & Show – Hosted by the St Charles Arts Council**
- 🌸 **A "Horse Of A Different Culture" Expo and Trail in Downtown St Charles**
- 🌸 **Horses Of The Baroque, Renaissance & Medieval Era Expo**
- 🌸 **Medieval Equestrian Skills and Arts Area – International Jousting Tournament**
- 🌸 **Blacksmith Championship**
- 🌸 **Farm to Barn – Agricultural Educational Interactive Area**
- 🌸 **and much more to come.....**

Equus Concepts, LLC., The Horseman's Council of Illinois and the St. Charles Convention and Visitors Bureau are working together to bring you the finest Equestrian Event in the Country! This is just the beginning..... So, please join us by visiting and supporting the 1st Annual Festival Of The Horse & Drum©!

Sincerely,

**Lisa Diersen**

Co-Founder / Principal Partner

**Equus Concepts, LLC. / 37W517 Crane Lane / St. Charles / Illinois / 60175**  
**[equusconceptsllc@gmail.com](mailto:equusconceptsllc@gmail.com) / 630-524-0088**

**The Only Equestrian Festival Of Its Kind!  
Chicagoland's First Multi-Cultural Equestrian Fair**

**The Festival Of The Horse & Drum  
Kane County Fairground  
&  
St Charles / Fox Valley Area Festival Demographics:**

Venue – 2 Performance & Exposition Arenas  
11 Pavilion Expo Areas  
300+ Vendors invited

St Charles 2011 Family Circle Magazine #1 Best Town for Families!



Major Age Group of Attendees at Midwest Area Horse Fairs & Festivals

1<sup>st</sup> Annual Equine Film Festival  
900 seat Movie Theater for Film Festival

St Charles, IL is home to the annual *St Charles Scarecrow Fest* the first weekend of October - attendance **150,000**

Geneva, IL is home to *Swedish Days* with one of the largest public attended Festivals in the Chicagoland area

Kane County Fairgrounds is home to the Kane County Fair Rated Fox Valley's *Top Summer Event*

The Midwest region is home to more horses than anywhere else in the United States

**Equine Fairs and Festivals in The Midwest Region Area Attendance:**

Midwest Horse Fair / Madison, WI:	50,000+
Minnesota Horse Fair / St Paul, MN:	50,000+
Hoosier Horse Fair / Indianapolis, IN:	35,000+
Illinois Horse Fair / Springfield, IL:	12,000+
Danada Fall Fest / Wheaton, IL:	10,000+

**Festival Of The Horse & Drum Coming to the Chicago Area Summer 2013**

be trained to aid its user for any sort of disability, whether it be physical, mental or intellectual, and will be able to go anywhere a service dog is allowed.

**FACT:** There are approximately 9.2 million horses in the U.S. with approximately 3.9 million involved in recreation and another 2.7 million horses participating in horse shows and other competitions.

**FACT:** Approximately 28% of horse owners have an annual household income of over \$100,000, with approximately 31% of horse owners having an annual household income of less than \$50,000.

**THE ILLINOIS HORSE INDUSTRY  
from The Horseman's Council of Illinois**

**FACT:** The Illinois horse industry produces goods and services valued at over \$1.2 billion.

**FACT:** The Illinois horse industry contribution to the G.D.P. (Gross Domestic Product) is over 3.5 billion.

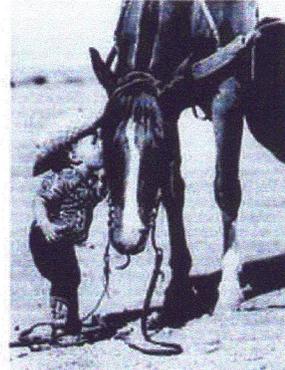
**FACT:** Illinois is home to 178,463 horses, mules and donkeys, based on combined AHC and USDA data.

**FACT:** Illinois horses are valued at over \$300 million.

**FACT:** There are nearly 64,000 horse owners in Illinois.

**FACT:** More than 200,000 Illinoisans are involved in the industry as horse owners, service providers, employees and volunteers. Even more participate as spectators.

**FACT:** Based on horse population figures, more than 285,000 people in Illinois ride horses on a regular basis.



**FACT:** The Illinois horse industry directly provides 15,900 full-time equivalent (FTE) jobs. Spending by suppliers and employees (in Illinois and other states) generates additional jobs in Illinois for a total employment impact of 49,400.

**FACT:** Approximately 1.96 million people

own horses, with another 2 million people involved as volunteers or through a family affiliation.

**FACT:** The horse industry sustains approximately 1.4 million full-time equivalent jobs on an annual basis, with nearly 460,000 of those jobs created from the direct spending within the industry.

**FACT:** Illinois State Bill for qualified trained miniature horses as service animals law, HB 3826, the horses may



**August 17<sup>th</sup> & 18<sup>th</sup>, 2013**  
Kane County Fairgrounds / St. Charles, Illinois

[www.FestivalOfTheHorseAndDrum.com](http://www.FestivalOfTheHorseAndDrum.com) 630-524-0088 [equusconceptsllc@gmail.com](mailto:equusconceptsllc@gmail.com)



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve Parking Lot, Street Closure, and Use of Amplification Equipment for St. Charles Cruise Nights
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Presenter:	Chief Lamkin
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*Please check appropriate box:*

	Government Operations	X	Government Services 5.28.13
	Planning & Development		City Council
	Public Hearing		

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

**Executive Summary:**

The St. Charles Chamber of Commerce is requesting to host Cruise Nights for the fourth year on July 9, 16, 23, 30 and August 6, 13, 20, and 27, 2013; these are all Tuesday evenings. These cruise nights have been held the past three years without incident.

Event coordinators have requested this event be relocated back to its original location on 1<sup>st</sup> Street. 1<sup>st</sup> Street will be closed from Main St. to Illinois St. from approximately 4:30 to 8:30 p.m. on each of the dates. In addition, weather permitting, the temporary parking lot on 1<sup>st</sup> Street will also be used.

In addition to the street closure and use of barricades, they will need an electric hook-up and a loudspeaker permit during the time of the event on each date. The event sponsor will be responsible to move the barricades on each evening to reopen the street.

Any prep work, such as dropping barricades, will be handled by Public Works personnel as part of their regular work. Similarly, any need for Police assistance will be handled by on-duty personnel. There will be minimal cost to the City, if any, since no overtime will be expended nor any rental fees associated with barricades.

The sponsor has been in contact with all the affected businesses in the immediate area; they support the events and may participate in some manner. The Fire Department requires a 12-foot lane for access of any apparatus that may be needed.

**Attachments:** *(please list)*

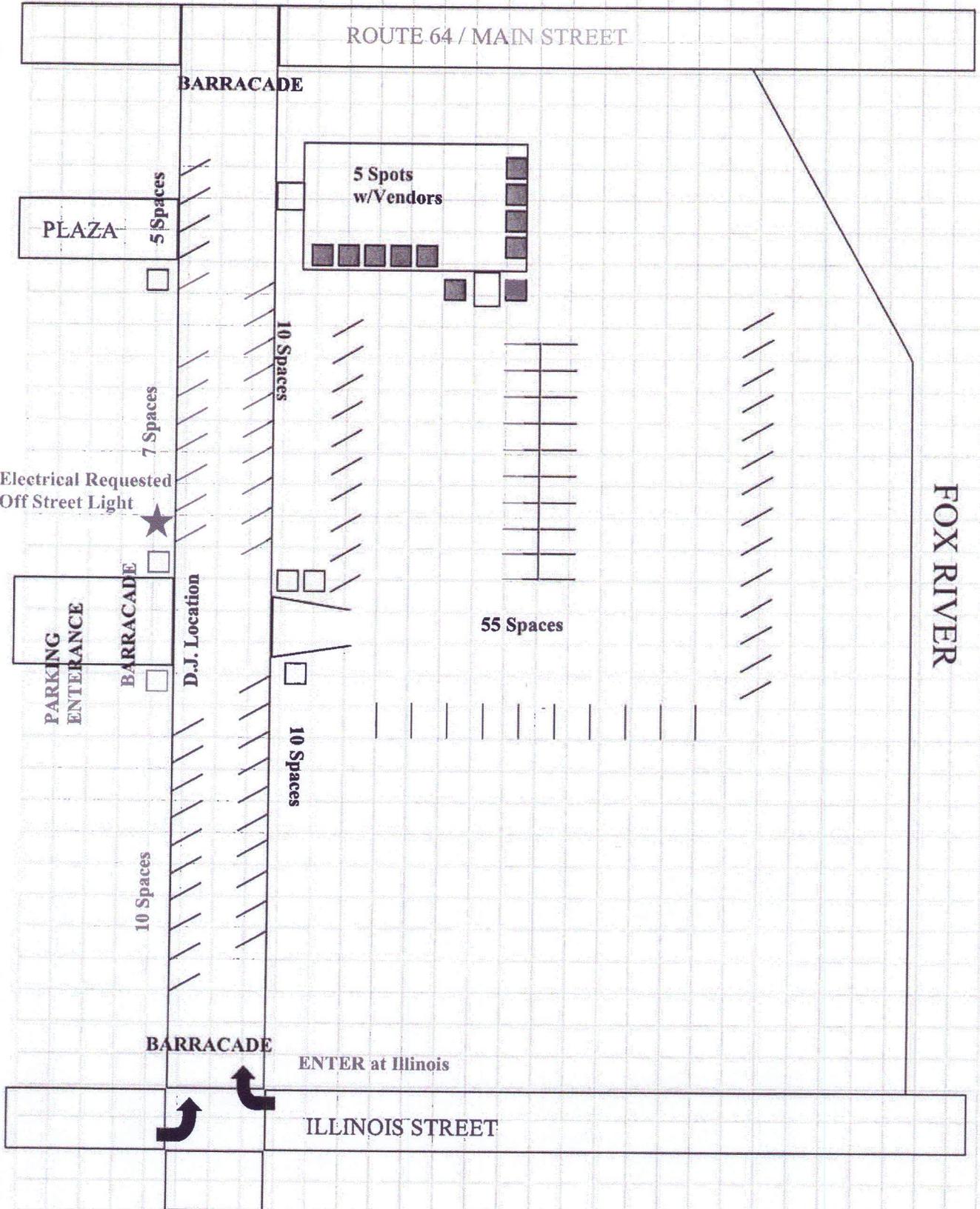
Diagram of event layout

**Recommendation / Suggested Action** *(briefly explain):*

Recommendation to approve parking lot, street closure, and use of amplification equipment for St. Charles Cruise Nights.

*For office use only:*

*Agenda Item Number: 5.c*





ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Discussion regarding the Creation of a Liquor Commission and provide direction to the City Administrator, Police Chief and City Attorney
Presenter:	Chief Lamkin

*Please check appropriate box:*

	Government Operations	X	Government Services 05.28.13
	Planning & Development		City Council
	Public Hearing		

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

**Executive Summary:**

A presentation was made at the April Government Service Committee outlining several potential changes that could be made to the existing liquor licensing code. Several of those items will take longer to clarify and implement, however, the creation of a Liquor Commission was identified as one part that could be done upon agreement and approval by City Council. The attached matrix identifies the questions to be decided. They are:

1. Size of the Commission.
2. Composition of the Commission.
3. What is the Commission's role, advisory or decision making?
4. How often will the Commission meet?
5. What authority will the Commission have?

Staff is presenting these items for discussion to determine the language to be prepared for ordinance changes to be presented to City Council.

Materials submitted by Ald. Martin regarding Liquor Commissions in other communities.

**Attachments:** *(please list)*

Matrix  
Recommendations for the creation of a Liquor Commission

**Recommendation / Suggested Action** *(briefly explain):*

Recommend that the Government Services Committee discuss the matter and provide direction to the City Administrator, Police Chief and City Attorney.

<i>For office use only:</i>	<i>Agenda Item Number: 5.d</i>
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Item:	Comments/Analysis:
Number of members	<p>A 5-7 member commission would be advisable to be able to conduct business in the event of an absence of some of the members.</p> <p>Under state law, a 5 member body requires 3 members to conduct business. With a 7 member commission, 3 members are required to conduct business as well.</p>
Composition of commission	<p>There are various approaches used by other communities. In some cases, the members are from the community, nominated by the Mayor, and approved by the City Council. In some communities the Mayor and Council serve as the Liquor Commission.</p> <p>NOTE: Meetings of the Commission will be subject to the Illinois Open Meetings Act.</p>
Advisory body or decision-making body	<p>This could be the most important issue to be decided. Is the Commission going to be the final decision-making authority on the issues within its scope of responsibility? Alternatively, the Commission could serve in an advisory capacity and make recommendations to the Liquor Commissioner/Mayor?</p>
If advisory, recommendation made to Liquor Commissioner or Mayor/City Council	<p>If the Commission is only able to make recommendations, then who will the recommendations be made to and who will serve as the final decision-making authority for the City?</p>
Consideration of new applications	<p>Will the Commission be asked to review new applications for liquor licenses that are received by the City? If so, this could extend the time from initial application to license approval.</p>

Item:	Comments/Analysis:
Consideration of renewal applications or changes to existing applications (e.g. new owner)	Will the Commission be asked to review changes to existing applications for liquor licenses, such as when there is a change in ownership or an establishment is moving to a new location? If so, this could extend the time from initial application to license approval.
Consideration of violations of liquor control laws and ordinances	If an establishment violates laws or ordinances related to the sale or service of alcoholic liquor (e.g. sale to a minor, overservice, remaining open after the specified closing time), will the Commission hear the case and specify a penalty or corrective action(s)?
Consideration of violations of other laws or ordinances	If an establishments violates other laws or ordinances not related to liquor sale or service (e.g. gambling, noise, nuisance issues), will the Commission have the ability to hold a hearing and specify a penalty or corrective action?
Consideration of changes to codes and ordinances of the City related to liquor control	Will the Commission have the ability to consider and initiate changes to the City's codes regarding liquor control?
Commission to have its own legal counsel or represented by City Attorney	In cases were violations are alleged, and hearings are to be held, will the Commission be able to retain its own legal counsel? In these cases, the Chief of Police may need legal counsel as well. The same person/firm cannot represent both.
When will the commission meet and how often?	<p>Commission meetings may be scheduled on a monthly basis to accommodate applications or other items that require action. Meetings could be cancelled, if there is no business to be considered.</p> <p>Hearings for disciplinary matters could be held as part of regular meetings, if the case is straightforward and simple. More complex cases could take several days. Those could be scheduled as needed, but members of the Commission will need to be able to participate.</p>

**CITY OF ST. CHARLES  
RECOMMENDATIONS FOR THE CREATION OF A LIQUOR COMMISSION**

Jim Martin 5/23/13

Number of Commissioners 7

Makeup of Commission 3 Residents; 3 Aldermen; LLC as Chair.

Status of Commission Advisory only

LLC Mayor as: Local Liquor Control commissioner

- Duties
- 1) Assist the LLC in the exercise of the powers and the performance of the duties herein provided for such commissioner.
    - a) Review applications and the investigation of applicants for liquor licenses, and to submit findings and recommendations to the LLC, setting forth its conclusions respecting such applications.
    - b) Conduct disciplinary hearings for suspension or revocation of licenses, providing recommendations to the LLC and findings of fact, sustaining, in whole or in part, or dismissing complaints against licensees.
    - c) Annually, prior to March 1st, determine the closing hours of retail liquor establishments and the effective enforcement thereof, and make such recommendations to the LLC.
    - d) Review and recommend changes to the Liquor Control Ordinance.

Note: Meetings are subject to the Open Meetings Act.

LIQUOR COMMISSIONS IN THE STATE OF ILLINOIS  
 May 20, 2013

Jim Martin

NO. MAKEUP

OF OF

COMM COMM

CHAIR

STATUS

DUTIES

COMMUNITY	COMM	COMM	CHAIR	STATUS	DUTIES
Auburn	5	Council	Mayor	Advisory	<ol style="list-style-type: none"> <li>1) Review of License applications and providing recommendations for approval and denial.</li> <li>2) Conduct public hearings of complaints and provide recommendations for action by the commissioner.</li> <li>3) Conducting disciplinary hearings for suspension or revocation of licenses, providing recommendations and findings of fact, sustaining, in whole or in part, or dismissing complaints against licensees.</li> <li>4) Conducting investigations of licensees as directed by the commissioner and issuance of subpoenas to effectuate such investigations of and hearings.</li> </ol>
Bloomington	5		Mayor		
Carbondale	7 plus 1 ex officio	Residents	Mayor	Advisory	<ol style="list-style-type: none"> <li>1) The liquor advisory board shall consist of seven voting members and one ex officio member who shall not be eligible to vote on matters before the liquor advisory board, but may participate in discussions as fully as the seven voting members.</li> <li>2) Residency requirements: All of the voting members shall reside within the corporate boundaries or within one and one-half miles of the corporate boundaries of the city.</li> </ol>
Carro Gordo	7	Trustees	President	Advisory	<ol style="list-style-type: none"> <li>1) Assist the liquor control commissioner in the exercise of the powers and the performance administration of the state liquor control act.</li> </ol>
Charleston	7	Residents	Mayor	Advisory	<ol style="list-style-type: none"> <li>1) Upon call of the liquor control commissioner, the liquor control advisory commission shall consider an application for a liquor license and shall receive any and may require such evidence as it may deem necessary to make a factual determination that the application complies with the requirements of the category of license applied for and the provisions of this chapter.</li> </ol>
Clarendon Hills	3	Residents	Mayor	Advisory	<ol style="list-style-type: none"> <li>1) To review applications and the investigations of applicants for liquor licenses, and to submit findings and recommendations to the Commissioner setting forth its conclusions respecting such applications.</li> <li>2) To conduct disciplinary hearings at the request of the Commissioner and to submit findings and recommendations to the Commissioner setting forth its conclusions respecting the existence and nature of violations of the type described in subsection 33.3B(1) of this Chapter and the appropriate disciplinary action to be taken, if any.</li> <li>3) To keep written records of its meetings and proceedings which shall be open for public inspection during regular business hours at Village offices, provided that such public record shall not include matters concerning the applicants or licensees, the disclosure of which would result in an invasion of privacy.</li> </ol>
East St. Louis	5	Residents	Mayor	Advisory	<ol style="list-style-type: none"> <li>1) Make timely studies, surveys, investigations and hold public hearings.</li> <li>2) Determine the closing hours of retail liquor establishments and the effective enforcement thereof.</li> <li>3) Ensure uniformity and compliance with this chapter and other ordinances and regulations.</li> <li>4) Review the qualifications of applicants for liquor licenses and make recommendations with references thereto.</li> <li>5) Receive complaints from citizens that any of the provisions of this chapter, or any rules or regulations adopted pursuant thereto, have been or are being violated, and the liquor control advisory commission may hold hearings on such complaints to ascertain the validity thereof. In conducting such hearings, the liquor control advisory commission shall act as a body, but detailed work may be delegated to a deputy liquor control commissioner or the executive officer. All decisions rendered as consequence of such hearings shall be advisory and prepared for the mayor's action.</li> </ol>
Elgin	Council	Council	Mayor		<ol style="list-style-type: none"> <li>1) Administer the laws of the state and the city pertaining to the sale of alcoholic liquor.</li> </ol>
Elk Grove Village	2	Residents	Mayor	Advisory	<ol style="list-style-type: none"> <li>1) Assist the commissioner in the exercise of the powers and the performance of the duties herein provided for such commissioner.</li> </ol>
Fox Lake	Open	Residents	Mayor	Advisory	<ol style="list-style-type: none"> <li>1) Assist the commissioner in the exercise of the powers and the performance of the duties herein provided for such commissioner.</li> </ol>

**LIQUOR COMMISSIONS IN THE STATE OF ILLINOIS**  
 May 20, 2013

Jim Martin

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Page 2

<b>COMMUNITY</b>	<b>COMM</b>	<b>COMM</b>	<b>CHAIR</b>	<b>STATUS</b>	<b>DUTIES</b>
Men Carbon	Council	Trustees	Mayor	Advisory	1) Assist the commissioner in the exercise of the powers and the performance of the duties herein provided for such commissioner.
Brundy County	County Chair & County Board	County Chair & County Board	County Chair	Action	1) Receive applications and issue licenses. 2) Examine or cause to be examined, applicants for renewal and examine or cause to be examined the books and records of any applicant, to hear testimony and take proofs of the information provided, and to issue subpoenas for the purpose of examining an applicant for a retail liquor dealer's license. 3) Suspend for not more than 30 days or revoke licenses upon the liquor control's determination, after hearings to determine any violations committed.
Hightwood	Open	Residents	Mayor	Advisory	1) Assist the commissioner in the exercise of the powers and the performance of the duties herein provided for such commissioner.
Hoffman Estates	3	2 Trustees	Village President	Action	1) To grant and to suspend for not more than 30 days or revoke for cause or fine all liquor license issued to persons for premises within the commissioner's jurisdiction. 2) To enter or to authorize any law enforcing officer to enter at any time upon any premises licensed hereunder to determine whether any of the provisions of the liquor code or any rules or regulations adopted by the commission or by the State commission have been or are being violated or at such time to examine said premises of said license in connection therewith. 3) To receive complaints from any citizen within the jurisdiction that any of the provisions of the Code or any rules or regulations adopted pursuant thereto, have been or are being violated and to act upon such complaints. 4) To receive local license fees and pay them to the Village Collector.
Jacksonville	2	Council	Mayor	Advisory	1) At the discretion of the Local Liquor Commissioner, following a written report or written complaint alleging a violation which could result in disciplinary action, call a meeting of the Liquor Commission, and advise the LLC as to whether any disciplinary action should be taken against the licensee, and if so, what such action should be. 2) Take such action as he (the LLC) deems appropriate under the circumstances, without a meeting of the liquor commission.
Minooka	2	Village Board	Mayor	Action	1) Assist the commissioner in the exercise of the powers and the performance of the duties herein provided for such commissioner. 2) Grant and revoke for cause all local licensees; to enter or authorize any law enforcing officer to enter at any time any premises licensed hereunder, to determine whether any provisions of the liquor code have been violated, to receive complaints from any citizen that any provision of the liquor code has been violated; and to act upon such complaint; and to receive local license fees and pay the same to the village treasurer. 3) To examine or cause to be examined under oath any applicant for a local license, or renewal thereof.
Laperville	7	Residents	Mayor	Advisory	1) Review applications and the investigation of applicants for liquor licenses, and to submit findings and recommendations to the LLC setting forth its conclusions respecting such applications. 2) Conduct disciplinary hearings and submit findings and recommendations to the LLC setting forth its conclusions respecting the existence and nature of any violation of this Chapter and the appropriate disciplinary action to be taken, if any. 3) Review and recommend changes in this Chapter to the LLC. 4) Keep written records of its meetings and proceedings which shall be open for public inspection during regular business hours at city offices provided that such public records shall not include matters concerning the applicants or licensees which result in an invasion of privacy.
Normal	Open	Residents	Village President	Advisory	1) Assist the commissioner in the exercise of the powers and the performance of the duties herein provided for such commissioner.

**LIQUOR COMMISSIONS IN THE STATE OF ILLINOIS**

Jim Martin

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**CHAIR STATUS**

**DUTIES**

COMMUNITY	NO. OF COMM	CHAIR	STATUS	DUTIES	
North Pekin	3	Village President & Residents	Village President	Action	<ol style="list-style-type: none"> <li>1) To grant and revoke for cause all licenses issued under the provisions of this chapter.</li> <li>2) To enter or to authorize any law enforcing officer to enter at any time upon any premises licensed hereunder to determine whether any of the provisions of the Illinois liquor code are being violated.</li> <li>3) To receive complaints from any citizen of the village that any of the provisions of this chapter have been or are being violated and to act upon such complaints.</li> <li>4) To receive local license fees and pay them to the treasurer.</li> </ol>
Dak Park	5	Residents	Village President	Advisory	<ol style="list-style-type: none"> <li>1) Assist the commissioner in the exercise of the powers and the performance of the duties herein provided for such commissioner.</li> </ol>
Peoria	5	Residents	Mayor	Advisory	<ol style="list-style-type: none"> <li>1) Review all applications for approval of sites proposed for the retail sale of alcoholic liquors and making recommendations to the city council thereon and conducting hearings at the request of the LLC and recommending to the LLC regarding the issuance, denial, renewal, continuation or termination of any subclass license.</li> </ol>
Wingree Grove	2 and Village President	Trustees	Village President	Action	<ol style="list-style-type: none"> <li>1) Authority to grant, suspend and/or revoke alcoholic liquor licenses in accordance with applicable state and federal village ordinances and resolutions, and any rules and regulations established by and for said commission.</li> <li>2) All official actions of any decisions by the local liquor control commission shall require a simple majority vote of those members present constituting a quorum. A quorum shall require the presence of not less than 2 members.</li> <li>3) The local liquor control commission shall have the right to examine, or cause to be examined, under oath, any applicant for a local liquor license or for a renewal thereof, or any licensee upon whom notice of revocation or suspension has been served as provided by statute, and to examine the books and records of any such applicant or licensee, to hear testimony and take proofs for its information in the performance of its duties, and for such purpose, to issue subpoenas which shall be effective in any part of the state. For the purpose of obtaining any of the information desired by the local liquor control commission under this section, the commission may authorize its agent to act on its behalf.</li> </ol>
Wangamon City	7	Residents	County Board President	Advisory	<ol style="list-style-type: none"> <li>1) Review license applications and providing recommendations for approval and denial.</li> <li>2) Conduct public hearings of complaints and providing recommendations for action by the LLC.</li> <li>3) Conduct disciplinary hearings for suspension or revocation of licenses, providing recommendations and findings of fact, sustaining, in whole or in part, or dismissing complaints against licensees.</li> <li>4) Conduct investigations of licensees as directed by the LLC and issuance of subpoenas to effectuate such investigations of any hearings.</li> </ol>
Sherman	Council	Council	Village President	Action	<ol style="list-style-type: none"> <li>1) The liquor control commission of the village, or a majority thereof, shall be in charge of the issuance, revocation and suspension of licensees under this chapter and shall be responsible for the enforcement of the provisions.</li> </ol>
Springfield	3	Residents	Mayor	Advisory	<ol style="list-style-type: none"> <li>1) Review license applications and providing recommendations for approval and denial.</li> <li>2) Conduct public hearings of complaints and providing recommendations for action by the LLC.</li> <li>3) Conduct disciplinary hearings for suspension or revocation of licenses, providing recommendations and findings of fact, sustaining, in whole or in part, or dismissing complaints against licensees.</li> <li>4) Conduct investigations of licensees as directed by the LLC and issuance of subpoenas to effectuate such investigations of any hearings.</li> </ol>
Ferron Hills	3	Trustees & Village Clerk	Village President		<ol style="list-style-type: none"> <li>1) Assist the commissioner in the exercise of the powers and the performance of the duties herein provided for such commissioner.</li> </ol>

**LIQUOR COMMISSIONS IN THE STATE OF ILLINOIS**

COMMUNITY	COMM	COMM	CHAIR	STATUS	DUTIES
Village Park	3	2 residents & Village President	Village President	Advisory	<ol style="list-style-type: none"> <li>1) To impose suspension, revocation or fine, for cause, on any license issued pursuant to this chapter.</li> <li>2) To issue subpoenas at the request of any party as part of a disciplinary hearing.</li> <li>3) To conduct disciplinary hearings on any written formal complaint or formal charge; to issue written orders and findings consistent with the provisions of local ordinance and the laws of the State of Illinois; to exercise such other implied or express powers and duties as may be necessary for the proper conduct of disciplinary hearings and the imposition of any sanction or fee authorized by law.</li> <li>4) To retain counsel to advise it in connection with its duties.</li> <li>5) To secure the services of individuals to prepare a verbatim transcript of any proceedings before it.</li> <li>6) To perform such duties and responsibilities as the village president/local liquor control commissioner may from time to time request in writing.</li> </ol>
Iolo	2	Trustees	Village President	Advisory	<ol style="list-style-type: none"> <li>1) Assist the commissioner in the exercise of the powers and the performance of the duties herein provided for such commissioner.</li> </ol>
Wadsworth	Open	Residents	Village President	Advisory	<ol style="list-style-type: none"> <li>1) Assist the commissioner in the exercise of the powers and the performance of the duties herein provided for such commissioner.</li> </ol>
Vest Dundee	2 and Village President	Trustees	Village President	Action	<ol style="list-style-type: none"> <li>1) Grant, suspend and/or revoke alcoholic liquor licenses in accordance with 235 Illinois Compiled Statutes 5/4-4, village ordinances and resolutions, and any rules and regulations established by and for said commission.</li> </ol>
Western Springs	3	Residents	Village President	Advisory	<ol style="list-style-type: none"> <li>1) To review applications and the investigations of applicants for liquor licenses, and to submit findings and recommendations to the Commissioner setting forth its conclusions respecting such .</li> <li>2) Conduct disciplinary hearings and submit findings and recommendations to the LLC setting forth its conclusions respecting the existence and nature of any violation of this Chapter and the appropriate disciplinary action to be taken, if any.</li> <li>3) Keep written records of its meetings and proceedings which shall be open for public inspection in accordance with the freedom of information act.</li> <li>4) To perform such other duties as determined by the LLC.</li> </ol>
Wheaton	5	Residents	Mayor	Quasi adjudicative	<ol style="list-style-type: none"> <li>1) To review applications and the investigations of applicants for liquor licenses, and to submit findings and recommendations to the Commissioner setting forth its conclusions respecting such applications.</li> <li>2) Conduct disciplinary hearings and submit findings and recommendations to the LLC setting forth its conclusions respecting the existence and nature of any violation of this Chapter and the appropriate disciplinary action to be taken, if any.</li> <li>3) Keep written records of its meetings and proceedings which shall be open for public inspection in accordance with the freedom of information act.</li> <li>4) Review and recommend changes in this chapter to the LLC and city council.</li> </ol>
Wheeling	Trustees	Trustees	Village President	Action	<ol style="list-style-type: none"> <li>1) To grant and to suspend for not more than 30 days or revoke for cause or fine all liquor license issued to persons for premises within the commissioner's jurisdiction.</li> <li>2) To enter or to authorize any law enforcing officer to enter at any time upon any premises licensed hereunder to determine whether any of the provisions of the liquor code or any rules or regulations adopted by the commission or by the State commission have been or are being violated or at such time to examine said premises of said license in connection therewith.</li> <li>3) To receive complaints from any citizen within the jurisdiction that any of the provisions of the Code or any rules or regulations adopted pursuant thereto, have been or are being violated and to act upon such complaints.</li> </ol>

LIQUOR COMMISSIONS IN THE STATE OF ILLINOIS

COMMUNITY	COMM	COMM	CHAIR	STATUS	DUTIES
Commission	3	Residents	Mayor President	Advisory	<ol style="list-style-type: none"> <li>1) To review applications and the investigations of applicants for liquor licenses, and to submit findings and recommendations to the Commissioner setting forth its conclusions respecting such applications.</li> <li>2) Conduct disciplinary hearings and submit findings and recommendations to the LLC setting forth its conclusions respecting the existence and nature of any violation of this Chapter and the appropriate disciplinary action to be taken, if any.</li> <li>3) Keep written records of its meetings and proceedings which shall be open for public inspection in accordance with the freedom of information act.</li> <li>4) To perform such other duties as determined by ordinances enacted by the city council.</li> </ol>