

**MINUTES  
CITY OF ST. CHARLES, IL  
GOVERNMENT SERVICES COMMITTEE MEETING  
MONDAY, AUGUST 25, 2014, 7:00 P.M.**

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

**Members Absent:** None

**Others Present:** Mark Koenen, City Administrator; Peter Suhr, Director of Public Works; John Lamb, Environmental Services Manager; Tom Bruhl, Electric Services Manager; Chris Adesso, Public Services Manager; James Keegan, Police Chief; Joe Schelstreet, Fire Chief

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

2. Roll Call

**K. Dobbs:**

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

3.a. Electric Reliability Report – Information only.

4.a. Recommendation to approve Downtown St. Charles Partnership Request for Amplification and to Close 1<sup>st</sup> Street to Host Lighting of Lights in the 1<sup>st</sup> Street Plaza.

**Police Chief Keegan presented.** This is a recommendation to approve the Downtown St. Charles Partnership Request for amplification and to close 1<sup>st</sup> Street to Host the Lighting of the Lights in the 1<sup>st</sup> Street Plaza. This is an annual event that is held the Friday after Thanksgiving. I do have members here from the Downtown St. Charles Partnership to answer any questions.

If there are no questions, Staff recommends approval of the item as presented.

**Aldr. Lemke:** Is this typically held the Friday after Thanksgiving? I thought it was the Wednesday before.

**Aldr. Lewis:** About four years ago it changed.

No further discussion.

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

**4.b. Recommendation to approve Amplification and a Resolution for the Closure of Routes 64 and 31 for the Holiday Homecoming Parade.**

**Police Chief Keegan presented.** This is a recommendation to amplification and a Resolution for the closure of Rt. 64 and Rt. 31 for the Holiday Homecoming Parade. This is an annual event that will take place the Saturday after Thanksgiving. Once again, I do have members of the Downtown St. Charles Partnership here if there are any questions.

We have applied for the appropriate permits through IDOT. We are looking for street closures from 5:00 p.m. until 8:30 p.m., but we think the parade will last no longer than an hour and a half to an hour and 45 minutes.

No further discussion.

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

**5.a. Recommendation to approve the Sale of the 1987 Airboat to the Limestone Township Fire Department.**

**Fire Chief Joe Schelstreet presented.** The Fire Department recently replaced the 1987 airboat. We originally purchased this boat from the Kane County Emergency Management Agency for \$1. We have maintained the airboat until such time that we budgeted and replaced the airboat. We were advised through inter-agency cooperation that the Limestone Fire Department near Kankakee had an issue where they have a very shallow section of the Kankakee River that they cannot navigate with their current boat and they were interested in purchasing ours. We had a training instructor there and that's how we received word that they were interested in the boat. A group from the Limestone Dept. came up to look at the boat and they made us an offer of \$2,000 which is within the range that the boat is worth.

Staff recommends Council declares the 1987 Airboat as surplus and authorize its sale to the Limestone Fire Department.

No further discussion.

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

**6.a. Recommendation to approve 7<sup>th</sup> Avenue and North Tributary Creek Concept Phase.**

**Peter Suhr presented.** I would like to provide you with some background that I'm sure you are all familiar with to some extent. In September 2008, and then again in April 2013, we had a long duration 100 year flood rainfall event that caused excessive flooding throughout the City, but most severely along the 7<sup>th</sup> Avenue Creek and Northern Tributary Creek which extends from Tyler Road to the Fox River. The map on the screen shows the light blue line where the creek extends, again from Tyler Road, along Main Street and then heading south near the Public Works Facility and then ultimately into the river.

We have had less severe events since 2008, but the 2013 flood was the one that caused the City to look into the situation more closely. After the 2008 event, the City noted the flooding limits far exceeded those illustrated on the current flood insurance maps and realized the need to extend the Flood Insurance Study for the 7<sup>th</sup> Avenue Creek to verify the flood data. Over the past few years, the City has been working with the Federal Emergency Management Agency (FEMA) to develop the new flood insurance data and is currently in the final process with IL Dept. of Natural Resources (IDNR). In fact, in the next agenda item, we will be seeking approval of a Memorandum of Understanding with IDNR in relation to this project.

I have a couple photos of the 2008 event to remind you of the severity of the rain that impacts this area. This is an ongoing conversation that we have had over the past several years; in fact, several years ago we built a culvert underneath Tyler Road that helped the situation in that area. In addition, a few months ago we had some property that was donated to us on 7<sup>th</sup> Avenue that was along the creek; we also purchased another property about 18 months ago along the creek with a house that we demolished.

The next step of the project can be categorized in three areas. First, we need to analyze the data we received from FEMA and IDNR; we have already started that process. Second, we need to gather and go out to receive public comment. Third, we need to develop a conceptual design for the rehabilitation of the 7<sup>th</sup> Avenue Creek and the North Tributary Creek areas. To do so, City staff needs the assistance of a qualified professional engineer and an engineering team with similar experiences dealing with these types of projects. Staff prepared a Request for Qualifications (RFQ) and received responses from six separate professional engineering firms. This is a typical process that we use to secure professional services of this type. We then assembled an internal team

to review each of the proposals and interview the top three firms. HR Green, a company out of McHenry was selected and is represented here tonight by Scott Marquardt and Vice President Ajay Jain. They assemble a superior team who will provide expertise on public outreach and they have vast experience with stream bank naturalization and stabilization. HR Green has extensive project management experience, a grand resume of similar projects and a good track record of securing grant funding which will be important for any project moving forward. If HR Green is awarded this contract tonight and ultimately at City Council, they will begin working diligently gathering data; they will hold, in total, four public meetings and develop concepts for structural and aesthetic improvements along the creek. The total process should be complete by June 1, 2015. This is a budgeted item; the proposal we received from HR Green was \$20,000 less than our budgeted amount.

If there are no questions, staff recommends awarding the contract for Professional Engineering Services for the 7<sup>th</sup> Avenue Creek Streambank Stabilization Project to HR Green, Inc.

**Aldr. Lemke:** I remember the flooding and some of the impacts to the Fox River in some of these flooding events. As I looked at the map, I was concerned that the North Branch wasn't included; it said at one point not included, but you are saying it is.

**Mr. Suhr:** It is included, yes.

**Aldr. Lemke:** I would like to see a Statement of Work before this is brought to the full Council. I want to see who will do what; what the relative shares of the work are, and I would say we should have a not to exceed amount.

**Mr. Suhr:** We can provide that before City Council.

**Aldr. Stellato:** I would move for approval with the contingencies that Aldr. Lemke discussed.

**Aldr. Silkaitis:** Second.

**Aldr. Turner:** We are just talking about the North Tributary; we are not talking about the whole creek at this point, are we?

**Mr. Suhr:** We are talking about the whole creek.

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

**K. Dobbs:**

**Payleitner:** Yes

**Lemke:** Yes

**Turner:** Yes

**Bancroft:** Yes

**Krieger:** Yes

**Bessner:** Yes

**Lewis:** Yes

**Stellato:** Yes

**Silkaitis:** Yes

No further discussion.

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

**6.b. Recommendation to approve Memorandum of Understanding between the Illinois Department of Natural Resources and the City of St. Charles for the 7<sup>th</sup> Avenue Creek Tributary Floodplain.**

**Peter Suhr presented.** As I mentioned in the last agenda item, the technical review of the new flood insurance study for 7<sup>th</sup> Avenue Creek and Tributary was completed by the IDNR, which means FEMA is one step closer to having their mapping contractor prepare a new flood insurance rate map or FIRM Maps for the River Corridor. Tonight we are seeking approval of a Memorandum of Understanding (MOU) between the IDNR and the City which will allow the new FIRM Maps to depict a narrower floodway path. The exhibit on your screen includes the original FIRMS that we received from FEMA in light blue, and this again is the 7<sup>th</sup> Avenue Creek as we showed before and the MOU that we are seeking tonight would reduce that floodway to the purple line that is identified on the map, so you can see a narrower route. Should this MOU NOT be approved by the City, the floodway path will be much wider, putting more properties in the floodway as identified in the blue area. This is obviously undesirable for the City as it will put additional regulatory burden for those properties. However, please also note that this narrower floodway path (the path indicated in purple) is actually wider than what currently exists.

Once this agreement is approved by the City and signed by the Director of the IDNR, FEMA will receive the green light to proceed and produce the new FIRM maps and issue for public comment. Please also note that the FIRM Maps will not become effective until a mandatory public review process that they will handle.

**Aldr. Stellato:** Does the public review process include the entire City or just anyone affected by these floodway maps?

**Mr. Suhr:** That will involve the entire City.

**Aldr. Lemke:** If we had someone fill in a portion of this area that floods, is that going to appear in this type of study to discourage businesses from filling in without some type of impact statement?

**Mr. Suhr:** That will certainly be part of the study and will identify all of those causes. I will suggest that we are currently using the Kane County Storm water Ordinance and the Agreement that you have in place is all within that Storm Water Ordinance; there is nothing above and beyond what we already currently practice.

**Aldr. Lemke:** There are a couple places, one that is very obvious on the first map that is called "1 of 3" that says we have a very large overland route, in the middle there are two ways to get across 7<sup>th</sup> Avenue, so what I wonder is whether there a way to correct that to avoid the large splash from Spring to Fern to Ronzheimer.

**Mr. Suhr:** That is all going to come out in the study, but I'm sure that will be noted and will be one of the target areas that we look at as a solution to reduce that floodway.

**Aldr. Stellato:** Will everything we have done so far on the portion of East Tyler Road help reduce the map from blue to purple? Does that help our argument that we have been able to hold that water longer?

**Mr. Suhr:** That does help our argument, yes.

**Aldr. Lemke:** Is it possible that the area east of Tyler may have to be enlarged?

**Mr. Suhr:** That could be a solution; I would refer to our Engineer for that question.

**Ajay Jain, HR Green:** Those are all potential solutions as far as can we detain more water upstream of Tyler to reduce the flow that goes down. Again, the goal will be as Peter mentioned; the map floodway, even going from blue to purple - the purple floodway is wider than what the current regulatory flood maps show, so the goal of the study will be to bring it back to the current regulatory floodway and floodplain maps so that the impact of this increased floodway from the regulatory map can be reduced. There are going to be a host of different options that will be looked at, such as utilizing underutilized parcels for extra storage, also going upstream of Tyler Creek to see if there is a potential to hold more water there.

No further discussion.

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

#### **6.c. Presentation of the Standing Ash Tree Update.**

**Chris Adesso presented.** This evening I would like to update the Committee on the status of City owned ash trees within the City right-of-way. You may recall, I spoke to the group last October and suggested we would be back to present results and talk about the future of our ash trees here in St. Charles.

Power point presentation by Chris Adesso.

Staff would like to present that we would like to move forward with the removal and replacement of these 181 trees as we suggested in October 2013.

You may recall, last October I suggested that financially, the ash tree program was going to move into the Public Works Operating budget and away from a bond service which was completed last year. That process did happen and Public Works did successfully budget in the FY 14/15 Operating Budget to remove the 181 trees as suggested by our inventory. We have also budgeted for the replacement of all of those 181 trees in kind, similar to what we have done in the past. I would like to suggest that we repeat this process for FY 15/16 to address any remaining trees in the future.

Public Works is anticipating removing the 181 Category 1 and Category 2 trees this fall and replacing those trees during the 2015 planting season. We will also complete an inventory of the remaining 145 trees which you saw represented in the pie chart as numbers 3 and 4. The results of that survey will then be used to prepare a plan to remove and replace, if needed, any dying trees that remain. We will also allow trees to remain if they are in good condition.

At this time, I would like to address any questions you may have about our ash program moving forward.

**Aldr. Lewis:** Do you know the survival rate of the new replacement trees that we planted?

**Mr. Adesso:** Over the last three years from when the program started, or just this recent growing season?

**Aldr. Lewis:** Over the last three years; we have had a couple of hot summers.

**Mr. Adesso:** Either City Staff or contracted staff has been filling the gator bags to water those trees. I would estimate based on the replacements that we had, probably 5% total mortality rate over the three years. But again, that is an estimate.

**Aldr. Lewis:** It just seems like I see so many empty gator bags. I do a lot of walking around in the 5<sup>th</sup> Ward where a lot of new trees. It doesn't seem like people are watering them.

**Mr. Adesso:** We have made a valiant attempt to inform people that it's necessary to fill those gator bags by use of a door hanger. We have also made an attempt to identify when we think those trees are becoming dry and then supplement maintenance with Public Works Staff or contractual watering.

**Aldr. Lemke:** For the record, assuming dry weather, how often should the resident be filling the gator bag if there is one?

**Mr. Adesso:** Whenever it is empty it should be filled. The gator bag is designed to slowly release water to the tree as needed.

No further discussion.

**6.d. Recommendation to approve Memorandum of Understanding between the City of St. Charles and the Village of Campton Hills for the Campton Hills Road Asphalt Overlay Project.**

**Chris Adesso presented.** As I presented last month, the City of St. Charles and the Village of Campton Hills have come to an understanding on a portion of Campton Hills Road under the jurisdiction of the City of St. Charles. It is scheduled to be reconstructed through a grind and overlay process.

What you have before you this evening is a recommendation to approve a Memorandum of Understanding between the City of St. Charles and the Village of Campton Hills that basically memorializes that agreement and allows for us to partner with the Village of Campton Hills to make that project become reality.

If there are no questions about the Memorandum before you, Staff recommends approval of the Memorandum of Understanding between the City of St. Charles and the Village of Campton Hills for the Campton Hills Road Asphalt Overlay Project.

**Aldr. Stellato:** I don't know how far this is going on Campton Hills Road toward Peck Road, but we have soccer season coming up with Tri-Cities. Are they going to be affected at all?

**Mr. Adesso:** It will not affect the entrance of James O. Breen Park. You may recall the eastern limit of that project is approximately at the property line of the Frisbee golf course. If you can imagine travelling westbound on Campton Hills Road and you see the Frisbee golf course driveway on your right, it's about another 400 feet to the west.

No further discussion.

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

**6.e. Recommendation to approve Purchase Order with Cummins NPower, LLC for City Generator Maintenance Services.**

**Tom Bruhl presented.** This is a recommendation to approve a Purchase Order with Cummins NPower, LLC for Generator Maintenance Services. Purchasing went out for bid for us to get a qualified firm to come in and do the scheduled 6 month maintenance on the generator fleet through Waste water, Water, Electric and all City buildings.



We received five responses; this is highly technical and we needed to perform due diligence to make sure the firm has qualified technicians on the various manufacturers that we have. The apparent low bidder was disqualified after repeated attempts to ascertain their qualifications for their technicians and also looking at their provided references. The next lowest bidder, Cummins NPower, was \$5,600 more but they provided a complete response with the bid and they have done our previous maintenance before the previous three year contract with Steiner recently expired. We do have experience with the vendor, and it is a three year contract.

Staff recommends approval of this three year contract beginning with FY 14/15 in the amount of \$58,859.28.

No further discussion.

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

**6.f. Recommendation to approve a Budget Addition for Electric Utility Work Related to New Cell Tower East of 300 N. Randall Road.**

**Tom Bruhl presented.** This is a preliminary move; we have received word that they are planning a cell tower installation directly east of the bus barn parking lot, off Dean Street, just south of the old railroad tracks. To facilitate that, the electric utility will expend funds that will be reimbursed by the developer as part of the building plan, but we need the money in the budget to do the project if it actually comes to be.

Staff recommends approval of a budget addition which will only be used if the project occurs and it will be 100% reimbursed by the developer for \$67,000 for electric work related to providing service to the cell tower at 300 N. Randall Road.

**Aldr. Turner:** Who is building the tower?

**Mr. Bruhl:** The plans came in as Capital Communications; they are a tower provider who is going to lease space to the cellular companies.

**Aldr. Turner:** Is there an issue with zoning on this?

**Mr. Bruhl:** They have given me the preliminary plans and I'm doing the electric, but they are going to have to go through the permit process to actually start this project.

**Aldr. Turner:** I just didn't know if there was anything in the code that says they can't put up a 300 foot tower in the neighborhood.

**Mr. Bruhl:** It's a 120 feet.

**Aldr. Silkaitis:** Why are we fronting the money? Why don't they just pay for it? Why do we have to make a budget adjustment?

**Mr. Bruhl:** The revenues and expenditures are two different budgets, so we budget the expenditure and the money comes into a revenue account, so you have to do both. We aren't fronting the money. If this is approved, I will have money in my budget and the developer will come in with a building permit and will write the City a check for this amount which will go into a revenue account and then I will expend funds out of my expense account.

In years past, we would put \$500,000 in the budget for other developments for when these came along, but in 2008, the development stopped and then we had all this money that we weren't going to spend, which made it difficult for finance to budget for what revenues would be.

No further discussion.

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

**7. Additional Business.**

None.

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

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