

**MINUTES
CITY OF ST. CHARLES, IL
GOVERNMENT SERVICES COMMITTEE MEETING
MONDAY, FEBRUARY 3, 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: Raymond P. Rogina, Mayor; Peter Suhr, Interim Director of Public Works; James Bernahl, Public Works Engineering Manager; John Lamb, Environmental Services Manager; Tom Bruhl, Electric Services Manager; Chris Adesso, Public Services Manager; Dave Kintz, Deputy Chief, Steve Huffman, Interim Police Chief, Joe Schelstreet, Fire Chief

1. Meeting called to order at 7:55 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.

3.b. Tree Commission Minutes – Information only.

Aldr. Krieger: Regarding Tree Commission, I understand this extreme cold is causing the Emerald Ash Borer larvae to not survive, according to the Morton Arboretum. Perhaps we can save the Ash trees that have survived to this point.

Peter Suhr: We heard that for the first time today and it's very interesting, so we will do some research and contact the Morton Arboretum and see if there is any truth to that story.

4.a Recommendation to approve Parking Lot Sweeping Maintenance Contract with Alliance Sweeping.

Chris Adesso presented. Since 2008, the City has been utilizing Alliance Sweeping to help maintain our City owned parking lots and parking decks. Starting in the spring, and continuing until approximately our first snow event, Alliance sweeps our parking lots and parking decks one time per week. This year we have budgeted over \$40,000 for the sweeping services. Alliance Sweeping has held their price for the past four consecutive years and we have compared pricing from other vendors, and Alliance continues to be the most cost effective.

At this time, staff recommends waiving the formal bid process and approving a parking lot sweeping maintenance contract with Alliance Sweeping in the amount of \$40,600.

Chairman Stellato: Kristi, please call a roll.

K. Dobbs:

Turner: Yes

Bancroft: Yes

Krieger: Yes

Bessner: Yes

Lewis: Yes

Stellato: Yes

Silkaitis: Yes

Payleitner: Yes

Lemke: Yes

No further discussion.

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

4.b. Presentation of 2014 Snow and Ice Control – Update.

Chris Adesso presented. At this time, I would like to talk about the memo that was distributed to the Committee on January 27.

Over a four year period, from 2009-2012, the City of St. Charles has experienced relatively mild winters. Even taking into consideration the blizzard of 2011, we have averaged just over 39 inches of snow annually. The Public Services Division has

responded to an average of 22 winter maintenance events per year during that four year period. The events ranged in duration, precipitation type and timing, and in the process of combating the weather, the division utilized 4,264 tons of salt on average, along with 48,415 gallons of brine.

Contractors are also a large consideration in the management of winter events. It has been identified that contractual assistance was implemented on average approximately 600 hours per year over the past four years.

This season, winter began early in December and has consistently brought winter storms throughout our area, dropping approximately 46 inches of snow to date, over 29 winter events.

We were also introduced to the Polar Vortex this year; a dangerously cold air mass that can reduce the effectiveness of our pavement treatments and slow the amount of time it takes to remove snow and ice from our roadways. The brutal cold, high snow fall amounts and increase in ice events has forced staff to be very strategic in the use of road salt. To date, we have utilized approximately 7,200 ton of road salt, and all of our salt reserves that have been carried over from last season have been depleted. We have ordered the contract amount of 1,200 tons of salt from the State bid supplier and continue to receive delivery on that order. Also, we were able to make an emergency purchase of a small quantity of salt from a new vendor. At this time, we estimate the City's stockpile of road salt to be approximately 350 ton.

Contractual services play a large part in snow and ice control and are used largely to remove snow from cul-de-sacs, sidewalks and selected roadways. Currently, we have requested approximately 800 hours of assistance from our contractors. This translates into approximately \$75,000 in total spending to date, which is very close to our budgeted amount. We remain committed to providing the safest roadways as possible in St. Charles, and have made adjustments to our winter maintenance strategies in order to be as prudent as possible with our salt usage. We will also continue to make every attempt to conserve our salt reserves and responsibly apply salt to roadways while utilizing our brine program to its fullest extent.

Aldr. Bessner: Is the brine lower because we have only had it in place for two or three years now?

Mr. Adesso: No; unfortunately the brine program is affected dramatically by the colder temperatures. In temperatures 15 degrees or lower, we can't use brine at all.

Aldr. Silkaitis: I noticed over the weekend they started spreading sand?

Mr. Adesso: The City of St. Charles has not spread any sand to date. We have reserves of sand, but we have not utilized it.

Aldr. Silkaitis: I know I saw it. Someone was spreading sand.

Mr. Adesso: Often times, our salt is confused as sand because it's treated so it's dark in color like sand. But to date, we have not spread any sand.

Aldr. Silkaitis: There are several cars that never get moved during these snow events, and I don't see any tickets on them. Are we not enforcing that law?

Mr. Adesso: Public Works has been working with the Police Department and we have made announcements to clear the snow route and two inches and again at three, and we will continue to be proactive with the Police Department.

Aldr. Silkaitis: It makes me nervous because I'm afraid we will be liable if a snow plow hits a car. I would like to see those cars ticketed and towed.

Aldr. Lewis: How is the equipment holding up?

Mr. Adesso: Fortunately the equipment is holding up well. Our Fleet Division has been diligently maintaining it. While some of our equipment is getting up there in age, it has been well maintained and is very reliable.

No further discussion.

5.a. Recommendation to Waive the Bid Procedure and Accept Quote Provided by MidCo Inc. to Install a Camera Surveillance System.

Dave Kintz presented. The Police Department has been experiencing problems with the video system that we have for security in the building. The cameras monitor the outside of the building, the hallways and also the booking room. The system is over 10 years old; some of the exterior cameras are burned from exposure to the sun. Right now we use three different systems to cover the building, the parking deck and the parking lot. We looked at trying to fix the system we have, but that would be very costly and still limit our capacity.

We went to three vendors to get quotes for a new system. We are very excited about what has been presented to us, because this will allow us to combine the three systems into one and give us the capacity to add cameras. We have plenty of room with the server that we are getting with this system, but the more cameras we add, we just add a server. We can use any brand camera; they are all IP based, so we just have to connect it to the computer and it's ready to go.

We did not put out an RFP for this, but we did go to three companies that have done work for the City before. When we consider the annual maintenance contract, the one that came in the lowest was MidCo.

Staff is asking to waive the bid procedure and accept the quote from MidCo Inc. to install a camera surveillance system at an estimated cost of \$58,900. This is a budgeted item.

Aldr. Lewis: The date of this quote is November 20, 2013 and on the bottom of the page is says this is only valid for 15 days.

Deputy Chief Kintz: They are still going to honor the price. We told them with the holiday schedule that we were not able to get it in front of you in time. They were fine with that and are eager to have the business.

Aldr. Lemke: Are we able to store images for a period of time?

Deputy Chief Kintz: Yes, and that was an important feature. One of the areas that has a camera is our booking room; occasionally we may get a subpoena or a request from an attorney for a video, so we will have plenty of storage to hold the video in case we need it. We worked with IS to make sure this meets their specifications. We will be able to pull the video system that is on the parking deck onto this. The Emergency Management Agency is also looking to add cameras, so they will not have to buy a their own system. They will just buy the cameras and attach it to this system. Everyone will have access to their own cameras.

K. Dobbs:

Turner: Yes

Bancroft: Yes

Krieger: Yes

Bessner: Yes

Lewis: Yes

Stellato: Yes

Silkaitis: Yes

Payleitner: Yes

Lemke: Yes

No further discussion.

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

6.a. Discussion of a Consideration of a Concept for a Special Permit for Class B and Class C Liquor Licensees.

Mayor Rogina presented. At a previous City Council meeting, you enacted an Ordinance to amend Title 5, Business License and Regulations. At the time, as you recall, you created 1:00 a.m. and 2:00 a.m. permits. During the conversation we had prior to presenting the Ordinance, we talked about someone applying for a Special Permit for an occasion beyond New Year's Eve, up to four times a year. The Special Permit would

allow them to request an extension to 2:00 a.m. for a special circumstance, i.e. a birthday party.

The intent this evening is to seek your approval to ask Staff to prepare an Ordinance that would go to the Liquor Commission for their review, and then to City Council for approval on Tuesday, February 18. If approved, a liquor licensee who chooses to opt for a midnight or 1:00 a.m. close could have this option available up to four times a year.

Aldr. Bessner: Is 90 days viable for an establishment? Most events are not planned that far out.

Mayor Rogina: 90 days is in the proposal and it coincides with our current Special Events Policy, but you can certainly change that.

Aldr. Bessner: I think 30 days is fair enough.

Chairman Martin: Aldr. Bessner, do you think it should be 30, 60 or 90 days?

Aldr. Bessner: I thought 90 days was unreasonable for an establishment who wanted to do a banquet in a month; 90 days would not allow that to happen. A wedding is a different thing, typically those are planned further out, but a birthday party or something like that is different.

Chairman Martin: What if we made it 30 days after Council approval.

Aldr. Bessner: I'm open to talking about the options.

Chairman Martin: What if they submit 90 days early, but the permit would be effective 30 days after Council approval. That way, it assures the Council will have an opportunity to review it.

Aldr. Bessner: I'm looking at it as if I had decided to have a birthday party; I wouldn't plan it out 90 days in advance.

Mayor Rogina: Let's suppose a licensee gets a request for a birthday party and they have a 1:00 permit for the year, and now they want a 2:00 a.m. permit. Walk me through your proposal once they come to Tina and ask for an exemption. Under your rule, what would happen?

Chairman Martin: He wouldn't get that permit until it had been reviewed by Committee.

Mayor Rogina: So we process it and bring it before the Committee and let's say that happens within a week or two.

Chairman Martin: Say Committee meets tonight; he could make his proposal at tonight's Committee Meeting to be forwarded to the next Council meeting. Any time 30 days after that, he can have the event.

Mayor Rogina: I understand your proposal.

Aldr. Payleitner: Was there a fee attached when we were originally having the conversation?

Tina Nilles: The standard E2 fee is \$100 per day, so it would stay the same.

Aldr. Krieger: Going back to the first issue, why don't we split it at 45 days; that would give it plenty of time for them to appear and go before the Liquor Commission and then the Council.

Aldr. Lemke: I agree; that way you can set a date, rather than not being able to pick a date until you have the approvals. 45 days makes sense to me.

Chairman Martin: Does anyone have an objection?

Aldr. Turner: Move for approval.

Chairman Martin: Would you state what you are approving?

Aldr. Turner: The draft proposal.

Chairman Martin: Staff is going to submit a proposal; will we have it approved in time for someone to have a May 3 event?

Mayor Rogina: Yes, we are planning on bringing it two weeks from tomorrow, so that puts everything in place in time for the renewal process May 1.

Chairman Martin: The motion would be to accept a proposal submitted by the Mayor with a \$100 fee and a 45 day advance notice period. Do I have that motion?

Aldr. Krieger: So moved.

Aldr. Turner: Second.

Aldr. Lewis: Are we going to ask what it's for? Will it make a difference? Do they have to have a reason?

Mayor Rogina: That is not in the proposal; you certainly have a right to do anything you want, but the intent is to give them the right to stay open until 2:00 a.m., just like any other 2:00 a.m. licensee.

Aldr. Lewis: If they want to stay open on a holiday, is that going to make any difference?

Mayor Rogina and Council: No, it doesn't make any difference.

Chairman Martin: How many E6 permits are we going to allow per night? If we had four applicants, are we going to allow all four?

Mayor Rogina: To be consistent, it would seem to me that you would want to do the same thing that you do for New Year's Eve, which is that we have given it to anybody who does not have a 2:00 a.m. permit to have it on New Year's Eve. That is per Deputy Kintz' recommendation when he proposed for Liquor Commission.

Chairman Martin: We will put that into the proposal and the motion, ok? Please call a roll.

K. Dobbs:

Turner: Yes

Bancroft: Yes

Krieger: Yes

Bessner: Yes

Lewis: Yes

Stellato: Yes

Silkaitis: Yes

Payleitner: Yes

Lemke: Yes

No further discussion.

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

7. Additional Business.

None.

8. Move to go into Executive Session to discuss Land Acquisition.

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

K. Dobbs:

Turner: Yes

Bancroft: Yes

Krieger: Yes

Bessner: Yes

Lewis: Yes

Stellato: Yes

Silkaitis: Yes

Payleitner: Yes

Lemke: Yes

9. Adjournment from Executive Session

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

10. Adjournment from Government Services Committee Meeting.

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