

**MINUTES
CITY OF ST. CHARLES, IL
GOVERNMENT SERVICES COMMITTEE MEETING
TUESDAY, MAY 27, 2014, 7:00 P.M.**

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

Members Absent: Aldr. Lemke

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; Steve Huffman, Interim 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: Absent
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.

4.a Recommendation to approve Use of Amplification Equipment and a Class E-1 Temporary Liquor License for the Firin' Up the Fox BBQ Contest.

Interim Police Chief Steve Huffman presented. This is the third annual event for The Pride of the Fox, Inc.; however, this is the first time they are requesting for the event to take place at this location – the old St. Charles Mall property, 2072 Lincoln Highway. In 2013, this event was held at the Charlestowne Mall property. This was a successful event with no issues reported.

The event sponsor has received permission to utilize this property by the owner, Shodeen. The event sponsor will be cleaning up the property prior to this event and will also use the old Colonial building as their command center for the duration of the event.

The event sponsor is requesting a 50% cost-sharing, resulting in \$5,555.44 cost to the City. The event sponsor is also responsible for the electric fees accrued during this event and will work with Shodeen to do so.

Chairman Stellato: I make a recommendation to approve the use of amplification equipment for the Firin' Up the Fox BBQ Contest.

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

Chairman Martin: Now we need a motion for the liquor license.

Chairman Stellato: I make a recommendation to approve a Class E-1 Temporary Liquor License for the Firin' Up the Fox BBQ Contest.

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

No further discussion.

4.b. Recommendation to approve Street and Parking Lot Closures and Use of Amplification Equipment for the 2014 St. Charles 12K of Christmas and the 2015 St. Charles Half Marathon.

Interim Police Chief Steve Huffman presented. This is a recommendation to approve street and parking lot closures and use of amplification equipment for the 2014 St. Charles 12K of Christmas and the 2015 St. Charles Half Marathon. Multi-Sport Madness has submitted the Special Event application for these two separate events. The 12K of Christmas is to take place on Saturday, December 6, 2014 at 2:00 p.m. The St. Charles Half Marathon is to take place on Saturday, April 25, 2015 at 7:00 a.m. Both of these are running events.

In your packet you have a detailed route, as well as the request for all of the street and parking lot closures. Both events will have a start and finish line in the 100 block of North Third Street. For the amplification system, the event sponsors were reminded by the Special Events Committee that they need to consider the surrounding neighborhoods when using amplification in the early morning hours.

The event organizers are here to give you a short presentation on their event.

Aldr. Krieger: I have a question on the closing of the parking areas on December 6. Is it not possible that they might be rather busy with shoppers and people celebrating at that time of December?

Interim Chief Huffman: The event begins at 2:00 p.m. and lasts for an hour.

Aldr. Krieger: But the parking lots are closed from 10:00 a.m. to 4:30 p.m.; that's all day long.

Sue Chubin: My name is Sue Chubin, I live at 965 N. Second Avenue, St. Charles.

Danny Delgado: My name is Danny Delgado, 7N195 Windsor Drive, St. Charles.

Ms. Chubin: The parking lot that we are asking to be closed is the parking lot of the old VFW. That's the only parking lot we are asking to be closed. We would use that for the start and finish line. We would be directing people to park on the top floor of the parking structure. If people are not dining post-race, they would be leaving by the time dinner hour starts.

Interim Chief Huffman: With your permission, the event sponsors would like to give you a short Power Point Presentation.

Ms. Chubin: We are here asking for approval on these two running events, but we wanted to give you a background on us first. We own and operate a company called Multi-Sport Madness, we are a triathlon club based in St. Charles, who like to do competitive events. We promote health and fitness and team camaraderie. We have 200 members, mostly from the tri-city area. For the past seven years we have hosted a half marathon in Batavia called "Half Madness". We have brought to Batavia 8,000 runners and 10,000 spectators for this event. We have also generated over \$40,000 for local charities through the course of this event. Since Danny and I are both from St. Charles, we wanted to bring this event here and spotlight our community.

Mr. Delgado: We would be starting on Third Street between State Street and Cedar. We would not close Third through Main, so that traffic can still get through Third Street to Cedar going westbound. Starting at 10:00 a.m. Cedar would be closed for 10 minutes until the race starts, then we will open it up to traffic for local restaurants. Speaking of restaurants, I have a letter drafted, addressed to establishments in the area to see if they want to be involved, whether it's giving discounts to participants and/or spectators.

We wanted to start this at 2:00 p.m. so we kept people downtown for dinner. We did a study on our race in Batavia and we average about 2 spectators per runner. The course goes from State Street, through the Industrial Park and then through Wildrose Subdivision. We are anticipating the race to start at 2:00 p.m., with everything cleared by 4:30 p.m.

Aldr. Lewis: So both races are on the same day?

Mr. Delgado: The 12K of Christmas is December 6, 2014. The half marathon and 10K is April, 2015. I was presenting the 12K first. Regarding the parking lot, that is where we will have porta-potties as it is also the start and finish area. The porta-potties will be removed within a couple hours of the finish. The area will be cleaned and reopened around 5:30 p.m.

Aldr. Payleitner: When is the meeting with the neighbors planned for?

Mr. Delgado: I have the letter drafted, I wanted to do it either late next week or the following week.

Aldr. Payleitner: Have you already talked to them about this?

Mr. Delgado: Alley 64 and the Beehive are interested in being sponsors of the race and holding the post-race party.

Aldr. Payleitner: I more interested in the notification that this event is coming and that the parking lot is going to be blocked. I want to make sure they are aware this is happening, not that they can participate.

Mr. Delgado: Himalaya's and Isacco's parking lot will be open immediately once the race starts. The street closure to First Street was only for the corral for the starting line. As soon as everyone rolls through, within three minutes of the gun going off, that opens up.

Aldr. Payleitner: That's the one on Cedar. I was talking about the VFW parking lot.

Mr. Delgado: That one would remain closed until the end of the race.

Aldr. Krieger: We have previously had races in town and it was a mess after from all the garbage left behind. Are you going to address that issue?

Mr. Delgado: Yes. We have a team who sweeps through the course to pick up all garbage. For our half marathon, we have about 120 volunteers to handle that.

Aldr. Lewis: I think this is a great idea, but I do share some concerns about closing the parking lot right after we have kicked off our Downtown Christmas shopping. Have you talked with the Downtown Partnership at all?

Mr. Delgado: Not yet.

Aldr. Lewis: This is when they have carriage rides and all sorts of things going on. You might want to visit with them about their plans. I also have concerns about closing that parking lot completely for the entire day; I would like to see if we can figure something else out. Also, if we get a lot of snow, do you cancel?

Mr. Delgado: No, we don't. The only issue we would encounter is the portion between the Industrial Park to Wildrose. We talked to the City about either hiring the City or a private vendor to shovel the walk; it's about ¼ mile.

Aldr. Lewis: So there is not a safety issue about running in the snow?

Ms. Chubin: No, but some may look at it as a bigger challenge.

Mr. Delgado: We considered the lot just east of there, but we do need a staging area for the porta potties. We don't want to disrupt the restaurant or stores. Because of the weather, we will only be using it for a staging area, since we are trying to pull them into the restaurants. Our goal is to give as many gift certificates as possible in their goody bags to try to promote the restaurants and stores.

Ms. Chubin: The way I see it, we are bringing people in. I know it might be a different crowd, but I think when there is a lot of activity there is a lot of people drawn to it.

Mr. Delgado: We want to promote on our website and e-mails the parking garage to draw parking for the race there.

Aldr. Lewis: How many people are you thinking?

Ms. Chubin: 300-500 for the 12K.

Aldr. Payleitner: Before this comes to Council, I would like the businesses who would be affected by this lack of parking to have been notified.

Mr. Delgado: Absolutely.

Aldr. Stellato: I am in favor of this; I have witnessed the race in Batavia and thought it was run very well. By the time this comes back to us, I would like the Police Chief to reach out to Batavia to make sure there were no issues? How do we find out if the residents are in favor of this? How does this impact homes?

Mr. Delgado: We send this postcard to Batavia residents about two weeks before. Of course it won't please everyone, but we promote this as a community event. Other than that, the police will put out a press release for traffic control.

Interim Chief Huffman: The police would put out a press release stating parking lot and street closures.

Ms. Chubin: Throughout the course, we have eight stations with water every two miles. They are manned by 10-15 people. We also have Course Marshalls throughout the race for racer safety and to make sure traffic flow is moving. The Course Marshall will make sure any residents can get in or out and they will also direct racers to certain sides of the street to keep everything safe.

Mr. Delgado: We make sure all participants know this is not a road closure event and that the residents have the right of way. We did receive approval from the Township and Kane County.

That information is for the 10K. The Half Marathon is April 25, 2015. For this race, we are anticipating anywhere from 800 – 1,100 runners. We have held this event for 7 years in Batavia and we are anticipating 1,800 runners there this year. The staging area for this event is similar to the closure on Third Street and Cedar; it's the exact same set up.

This event will go through Wildrose and work its way under Randall Road and a loop through Leroy Oaks, up through Crane Road to Bolcum and down the path. We will be using a lot of path vs. street. Kane County had questions about subdivisions in their area and we have addressed those as far as clean-up, etc.

Ms. Chubin: We also want to inform you that we have an emergency plan. We have eight stations throughout the course that provides multiple services. They are manned by 10-15 volunteers and their main job is to hand refreshments to runners. There is a lead at each of the aid stations that has contact with any one of four people in charge of the race. We will have different colored flags for weather emergencies. We have the Course Marshalls throughout, who are not only concerned for the safety of runners, but of the residents as well. We instruct all volunteers how to handle emergencies.

When we have proceeds, we like to give them back to the community. We have done many different local charities; for the St. Charles race we would like to donate our leftover food and beverage to go to Lazarus House. We would like to contribute to the 4th of July Celebration in St. Charles; we do it in Batavia and it seems to be well received and needed.

Finally, one of the main reasons to do this is to bring people to St. Charles. People will come here to try out the course to see what it's like, so while they are here, they will visit local restaurants and businesses. Showcasing communities is very beneficial; some people only come downtown and never get to see any of the subdivisions here.

Chairman Martin: Is your organization incorporated? Are you a 501-C3?

Ms. Chubin: Yes, we are incorporated. We are not a 501-C3.

Aldr. Lewis: So once again with the VFW parking lot, you don't want the whole parking lot, you only want half of it. Correct?

Mr. Delgado: No. This will be a much larger event so we will need that entire parking lot. We start at 3:00 a.m. for set-up. The course closes at 10:00 a.m. You will always have the slower runners, and we do not leave them, but we encourage them to stop. The committee is having lunch at a local establishment by Noon in Batavia; we are completely cleaned up and you won't really know we were there by 11:30.

Chairman Martin: I have concerns about bringing this to Council before the residents have been notified because if we pass it and it goes to the press and the residents want to know why the Council passed it without advising the residents, we will have no explanation. Not everyone wants to see the runners.

Mr. Delgado: We do struggle with whether we advise residents first or get approval first. We can certainly let them know it's in the works for both events. It might seem odd that we are approaching you for an April 2015 race, but we take the safety of the runners very seriously and mapping out every concern whether it is with you or the runners is a 10 month plan.

Chairman Martin: Chief, do you think these two events should be grouped together, or voted on individually?

Interim Chief Huffman: Please vote on them individually.

Aldr. Turner: I make a recommendation to approve street and parking lot closures and use of amplification equipment for the 2014 12K of Christmas.

Aldr. Bancroft: Second.

Aldr. Lewis: We would like to have that in front of us before we vote; there needs to be communication with the Downtown Partnership and the residents.

K. Dobbs:

Lewis: Yes

Stellato: Yes

Silkaitis: Yes

Payleitner: Yes

Lemke: Absent

Turner: Yes

Bancroft: Yes

Krieger: Yes

Bessner: Yes

No further discussion.

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

Aldr. Turner: I make a recommendation to approve street and parking lot closures and use of amplification equipment for the 2015 St. Charles Half Marathon.

Aldr. Bancroft: Second.

Aldr. Krieger: With the same instructions as the last motion; contact the Downtown Partnership and the businesses.

K. Dobbs:

Lewis: Yes

Stellato: Yes

Silkaitis: Yes

Payleitner: Yes

Lemke: Absent

Turner: Yes

Bancroft: Yes

Krieger: Yes

Bessner: Yes

No further discussion.

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

Aldr. Martin: Before we move on, I was asked to give a big “well done!” for the cooperation and performance of the Public Works Department and the Police Department for the parade yesterday. Thank you!!! Well done!!

5.a. Recommendation to approve Construction Service Agreement with Geneva Construction Company for the Tyler Road Resurfacing Project.

Peter Suhr presented. This is for the reconstruction of Tyler Road from East Main Street to Kirk Road. This is a budgeted capital project. Bids for the project were received last month and were approximately \$150,000 under budget. \$500,000 of the project will be funded through a grant received from the Kane and Kendall County Mayors. Geneva Construction was the low bidder and has met all of the requirements of the specifications.

If there are no questions, staff recommends approval of the service agreement with Geneva Construction Company for the Tyler Road Resurfacing Project.

No further discussion.

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

5.b. Recommendation to approve Donation of Land at 7th Avenue and Ohio Avenue.

Peter Suhr presented. Your packet contains a map identifying an empty parcel located on the east side of 7th Avenue. The current owners have recently contacted the City and wish to donate the property to us. This property is located adjacent to the 7th Avenue Creek, is within the flood plain limits and could possibly be part of a future plan to better help the storm water conveyance in this area.

In your packet you will also find a Real Estate Donation Agreement indicating the City would pay for all transaction expenses and also 2013 Real Estate taxes, all estimate to be about \$3,300.

If there are no questions, staff recommends approval of the Real Estate Land Donation for the property located on 7th Avenue.

Aldr. Stellato: I have a question about the map, not the donation. The 100 year Floodplain is massive on this map. As we work through this process and finally start to solve that; does that ever shrink back down again or will that always be?

Mr. Suhr: I would suggest you could always find an engineering solution to make that as small as we want, even put that underground, so that certainly could get smaller in the long range, but that is a very big project to tackle.

No further discussion.

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

5.c. Recommendation to approve Proposal for Wastewater Facility Plan and Phosphorus Removal Feasibility Study.

John Lamb presented. This is a request to approve a proposal for a Wastewater Facility Plant and Phosphorus Removal Feasibility Study. Our main wastewater plant is in the process of being issued a permit by the IL Environmental Protection Agency and one of the conditions of this new permit is to conduct a phosphorus removal study. This is related to new regulations that are coming out where we currently don't remove any phosphorus. This is a mandate by the EPA for all local wastewater plants to start

removing phosphorus. In addition to performing the feasibility report, there is a wastewater facility plan that needs to be conducted also. This facility plan is used for a number of purposes; future budgeting of projects for wastewater facilities and collection system. We also need that to continue to apply for low interest loans that we have been very successful in getting from the EPA.

An engineering firm needs to be retained to conduct the plan and the study. Staff sent out proposals to six firms and they all submitted. Trotter and Associates is the firm that staff chose at a cost of \$168,000.

If there are no questions, staff recommends approval of Trotter and Associates to provide the proposed study and plan in an amount of \$168,000.

No further discussion.

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

5.d. Recommendation to Waive the Formal Bid Procedure and Award Contract to Marc Kresmery Construction LLC for the Illinois Street Siphon Rehabilitation.

John Lamb presented. This is the third phase of the siphons under the river. The Illinois Street siphon is the last phase and it's located under Illinois Street with vaults on both sides of the river. This structure and piping has not been cleaned or inspected for 12 years due to the configuration of the vaults and valves. At the time of the first phase, Kresmery Construction was the only proposal. Committee has approved to use them in the first two phases; we are asking for them to be used in the last phase and waive the formal bid procedure.

If there are no questions, staff recommends to waive the formal bid procedure and hire Kresmery Construction at the cost of \$99,125.

Aldr. Silkaitis: Looking at the proposal, it says if repairs are needed to the siphon it will be extra, correct. In the first two phases, were there any problems?

Mr. Lamb: No, just some rehabilitation that is included in the proposal.

No further discussion.

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

5.e. Recommendation to approve Contract Addendum with Trotter & Associates for Services Related to the Main and Biosolids Project and Request Budget Addition for Funding Addendum.

John Lamb presented. This is a recommendation to approve a contract addendum with Trotter and Associates for construction engineering services for our Biosolids Projects. Unfortunately we have had some construction delays with this project and Trotter and Associates are going to be needed for an extended time over their original budgeted contract. We are asking for an additional \$155,000 for time and materials for several months of additional supervisor required and also closing the project out.

Aldr. Stellato: Do you see this as the last time we have to do this?

Mr. Lamb: Yes. Trotter and Associates have taken into consideration how the project is proceeding. I am also asking for a budget addition at this time since this was not a budgeted expense.

No further discussion.

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

5.f. Recommendation to approve an Ordinance Authorizing the City of St. Charles to borrow funds from the IEPA Water Loan Program for the Water Tower and North 5th Avenue Watermain projects.

John Lamb presented. This is an Ordinance authorizing the City of St. Charles to borrow from the EPA. We have done this before with our other EPA Loans. The loan program requires this Resolution and also a legal opinion on the Resolution. I have listed the four projects that are part of this loan. By authorizing this Ordinance, we are not obligated to borrow all these funds in the future, but the funds will be available through the loan if we chose to do so.

Aldr. Turner: What do you mean by rehabilitation on the 10th Street and the Campton Hills Water Tower?

Mr. Lamb: Sandblasting and painting.

No further discussion.

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

5.g. Presentation of Red Gate Water Tower Logo Design Alternatives.

John Lamb presented. As a result of the last Committee meeting there was discussion on colors of the new water tower. EEI created this rendering to show the final product. We want to make sure Council endorses this before moving forward.

Chairman Martin: We like the colors; looks good. What is the orientation of the writing?

Mr. Lamb: We decided at the last meeting that the orientation is going to be east and west, so you see “St. Charles” coming over the bridge.

Aldr. Lewis: Is St. Charles on both sides of the water tower?

Mr. Lamb: Yes, and there is a fox on the opposite sides.

Chairman Martin: Looks good. No action needed.

No further discussion.

5.h. Recommendation to approve Annual Doble Engineering Client Agreement.

Tom Bruhl presented. This item is for specialized substation test equipment. Doble Equipment is an industry standard; it is used to test substation equipment when we take it out of service to see if it is trending toward failure. It is also used after an event to prove the equipment is safe to put back into service.

Doble offers only a one year lease of the equipment and this is a slight increase from last year.

Staff recommends waiving the formal bid procedure and approving a contract with Doble to perform testing services at a cost of \$27,090.

No further discussion.

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

5.i. Recommendation to approve a Budget Addition for Electric Utility Work Related to the Chicago Mold and Tool Addition at 3620 Swenson Avenue.

Tom Bruhl presented. Chicago Mold and Tool is building an addition on to an adjacent building. As part of our budget process, we do not anticipate new business projects. Instead, we do a budget addition if we have a new business project. In this case, the revenues have already been received because the building permit has been issued, so this money is already in our revenue account. This is just the offsetting expense so we can provide a new transformer and new service to this addition.

No further discussion.

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

5.j. Recommendation to approve Catch Basin Cleaning Maintenance Program with United Septic, Inc.

Chris Adesso presented. This is the City's Annual Catch Basin Cleaning Maintenance Program. You may recall three years ago, the Public Works Department divided the City into quadrants and begin the Catch Basin Cleaning Program through the RFP Process. At that time, three contractors were solicited through the RFP Process and the contract was awarded to United Septic. The last few years, we have been working with United Septic and asking all the contractors that were originally included in the RFP to quote the next phase of the project. We did that again this year, and quotes came back consistent with years past and United Septic was the low quoting contractor again for this phase of the project.

Staff recommends waiving the formal bid process and approval of the Catch Basin Cleaning Maintenance Program with United Septic.

No further discussion.

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

5.k. Recommendation to approve Water Main Break Asphalt Patching Contract with Geneva Construction Company.

Chris Adesso presented. This has to do with the unique winter we experienced this year. The water division had a very difficult time this year with the extreme cold and unfortunately experienced a record number of watermain breaks. A lot of those watermain breaks occurred under asphalt roadways. As part of that, the Public Services Division has been attempting to repair those damaged roadways as quickly as possible.

We quickly determined we were going to need contractual help to do that in a timely manner, so we reached out to four qualified paving contractors and solicited quotes. We received four quotes back and we talked to each one of the contractors. Unfortunately the lowest contractor couldn't meet the two week start schedule so we spoke with the next lowest contractors which was Geneva Construction who will be doing the Tyler Road project and they can meet the two week start schedule, which means they will be able to start mobilizing within the next two weeks.

Staff recommends waiving the formal bid procedure and approval of a watermain break asphalt patching contract with Geneva Construction for an estimate cost of \$8.00 per square foot which translates to approximately \$43,000.

No further discussion.

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

5.1. Recommendation to Approve Modification of City Code in Regard to Placement of Yard Waste on City Right of Way.

Peter Suhr presented. The Public Works Department has been receiving complaints in regard to placement of yard waste on the public right-of-way. The current Municipal Code does not clearly specify that yard waste shall be placed in front of the property from where that yard waste is collected, so what's been happening in several cases is that residents gather their yard waste and haul it to their neighbors house and put it in front of their house in their right of way to be collected.

In your packet, you will see that City Staff has taken this opportunity to add some language to the Municipal Code to clarify where the brush shall be placed, basically in front of the property where it's gathered.

If there are no questions, staff recommends approval of the amendment of the St. Charles Municipal Code, Title 8.

Aldr. Lewis: It's only yard waste; not refuse. We aren't going to address that?

Mr. Suhr: This addresses both of those; it's the same Title Section.

Aldr. Lewis: It's the same Title, but it only says Yard Waste and I didn't know if it should say Yard Waste AND Refuse? Or being in the same title, is it covered?

Mr. Suhr: Since it is in the same Title, they go hand in hand.

No further discussion.

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

6. Additional Business.

None.

7. Executive Session.

None.

8. Adjournment from Government Services Committee Meeting.

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