

**MINUTES  
CITY OF ST. CHARLES, IL  
GOVERNMENT SERVICES COMMITTEE MEETING  
MONDAY, SEPTEMBER 22, 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.**

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

**Aldr. Lewis:** As I read through the minutes, Commission Duerr was talking about trimming trees on City parkways. He said that we only trim them if someone requests us to do so, but a lot of them look like they are in need of trimming. Are there plans to do routine tree trimming on the parkways, or is it still only if a resident calls? I've noticed myself there are a lot of low hanging trees.

**Mr. Adesso:** Unfortunately due to the influx in EAB and demand on staff the past few years, we haven't been able to do a lot of proactive trimming. However, the EAB process winding down is that we have had more time. We had a Tree Commission meeting last Thursday and Commissioner Duerr had an opportunity to review our progress reports; he was pleased that he saw great progress in the tree trimming.

**Aldr. Lewis:** I support what he said in the minutes; I think it is important at some point in time to get on top of it again to get these trees trimmed on a regular schedule.

**Mr. Adesso:** Definitely; we are trying to proactively trim as much as possible, both with City staff and contractors.

**4.a. Recommendation of a New Class A5 Liquor License for The Bend General Store to be located at 320 West Main Street, St. Charles.**

**Mayor Ray Rogina presented.** This is a request for a new Class A5 Liquor License for The Bend General Store to be located at 320 West Main Street. As you can see by your Executive Summary, all paperwork is in order, background checks have been completed as well as Bassett Certification.

Tony Scheufler, one of the owners, will present to you a brief overview of what he has in mind. Mr. Scheufler and his partners, Adam Bosch and Jen Cooke are all "locally grown"; this is their home and they were all educated in St. Charles. I commend them and I'm excited about their proposal.

The Liquor Commission reviewed this proposal last week and unanimously approved it.

I would like to introduce you to Tony Scheufler who will give you a brief overview. If there are no questions after his presentation, Staff recommends approval of a new Class A5 Liquor License for The Bend General Store, located at 320 W. Main Street.

**Tony Scheufler:** Tony Scheufler, 401 S. First Street, Unit 320, St. Charles.

Power Point Presentation by Tony Scheufler.

Primarily, our store is all about food, even though we are here for a liquor license. 80% of our business is all food. It's going to be an Italian grocery store and a traditional deli where we will have sandwiches, boxed lunches and salads. We are not a liquor store, a bar or a sit down restaurant. We are focused on serving great food for carryout.

**Aldr. Lewis:** I thought there was going to be a place where you could sit down and have a glass of wine and a sandwich?

**Mr. Scheufler:** The landlord only put in one bathroom, so we are limited to the number of people we can seat; code requires us to have a male and female bathroom for more

than 15 or 20 people. Due to that, we built a counter facing along Main Street and another counter along the side; so yes, you can sit and have a glass of wine with your sandwich if you want to, but to start out we are not putting in tables because we can't accommodate that.

**Aldr. Lewis:** How do you propose to accommodate it?

**Mr. Scheufler:** We will have to have a second bathroom built. We can also see what we can do as far as a unisex bathroom, because it is a fairly large bathroom. We want to be compliant, and this solution keeps us compliant.

**Mayor Rogina:** Can you talk about your hours?

**Mr. Scheufler:** We are closed Mondays, but our daily hours will be 11:00 a.m. and will close at 6:00 or 7:00 p.m. so people can stop on the way home from work. We would like to have late night hours; most kitchens in town close at 9:00 or 10:00, so there is no one serving food. We aren't going to serve liquor, our license ends at 9:00 or 10:00, so there is no intent to serve liquor, we are just going to serve hot sandwiches. We want to reach those people who are out from 11:00 p.m. to 2:00 a.m. and see how it goes.

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

**K. Dobbs:**

**Lemke:** Yes

**Turner:** Yes

**Bancroft:** Yes

**Krieger:** No

**Bessner:** Yes

**Lewis:** Yes

**Stellato:** Yes

**Silkaitis:** Yes

**Payleitner:** Yes

No further discussion.

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

**5.a. Presentation of and Recommendation to approve Funding for the Active River Project.**

**Chris Adesso presented.** This is a presentation of and a recommendation to approve funding for the Active River Project. You may recall, during the February 24 Government Services Committee Meeting, Mr. John Rabchuk of the River Corridor Foundation gave a presentation on a project that was brought forth called the Active River Project.

Since that time, a task force consisting of many jurisdictions including the Park District, the County, the City of St. Charles, the River Corridor Foundation and some members of our community, have been meeting to move the project forward. Recently the project has been awarded a grant from the Kane County Riverboat Fund in the amount of \$46,250 and they would like to proceed with an update to the 2002 River Corridor Master Plan which will include a comprehensive analysis of leveraging our river to the greatest extent possible.

Tonight, Mr. Rabchuk would like to give a presentation to the Committee.

**Mr. John Rabchuk:** 914 Ash Street, St. Charles. The ideas and concepts that we have put together over the last six months are hard to visualize sometimes. We put together a video to give you and the community and idea of what's possible. There will be some things in the video and the Power point that are possibilities, but by no means are we set on anything. At this point, we have a project to define projects and there can be any number of ideas to come out of this and whether they make sense economically, we won't know, but we have to find out what they are first. We have a number of task force members here to answer any questions you may have.

Video Presentation by John Rabchuk.

Power Point Presentation by John Rabchuk.

**Mr. Rabchuk:** With that, as Chris suggested, in front of you tonight is a formal proposal requesting the approval of \$20,000 which is a budgeted item that was included in your budget for the City's contribution to this project. If we are successful with the Park District tomorrow, that will give us \$106,000 for this study which will be funded by the four groups and we think that should be adequate to get us through the time line that we talked about.

**Aldr. Stellato:** Is that video on your website that we can link to? It's a very impressive video.

**Mr. Rabchuk:** Yes.

**Aldr. Silkaitis:** In the first phase, will you be talking to the IDNR?

**Mr. Rabchuk:** The IDNR has been active in our group and has been very supportive. I should also mention that we are also in constant communication with CMAP and they have some potential funding sources for us. The CVB sent me a potential grant application last week for study dollars and seems it may be a potential fit for us.

**Aldr. Silkaitis:** The IDNR is going to have the ultimate authority to say yes or no. Have they approved this?

**Mr. Rabchuk:** An IDNR has attended most of our meetings and they have been very active. They are very supportive. Of course, when we do our focus groups in the spring, we have a long list of the Corp of Engineers, Audubon Society, and Friends of the Fox...a whole list of groups who will get special invitations to make sure their ideas and suggestions are included.

**Aldr. Silkaitis:** Does the Army Corp of Engineers have to sign off too?

**Mr. Rabchuk:** Yes, but they are more interested in the land along the edge of the river.

**Mr. Adesso:** There will be a Corp permit necessary for any construction activities in the river. So they will be involved in this in future phases, but in the planning phase they will be made aware of it, along with many other stakeholders in the community and all the other government agencies that could be associated with the project that would take place within the river. It's also worth noting that it's in the SOQ documents for those consultants to assist the task force with the coordination of all those agencies as well as hold meetings with our stakeholders here in the community so as to do some public outreach.

**Aldr. Payleitner:** I love the name "Active River Project", we have a beautiful resource and it's great to know that it can be more than just scenic. In February you talked about towns that completed a project, and you also mentioned some that were in process. I'm wondering if you have any update on them?

**Mr. Rabchuk:** We have been keeping tabs on them and learning more as we go along. One of the projects is in Grand Rapids, MI. Grand Rapids did a study similar to what we are proposing and in their case, their project is much bigger in scope than ours could ever be, they have five dams they are planning on taking out; their total cost is \$27 million. They just completed their economic return on investment analysis and they project that in the first year, it will return over \$20 million and every year after. They did not include the appreciation for land which they think will be substantial because they have developers lined up to do housing development in proximity to the river.

St. Charles used to be a vacation destination for a lot of the Chicagoland area and we fell out of favor as the water quality of the river went down. We think this project has the potential to come around full circle and make it be that again. We have kayak groups

who would love to hold National tournaments here. It has a lot of economic impact and improves water quality at the same time.

**Aldr. Lewis:** Are you doing the entire river from the north border to the south border of St. Charles?

**Mr. Rabchuk:** The scope of our investigation is the border lines. We are doing outreach to Geneva and Batavia to see if they want to follow our lead later down the line. We realize that pulling together all these groups comes with a lot of complications, but there are a lot of things that would work very well to make it a 10 mile stretch of activity on the river.

**Aldr. Lewis:** Will anything we do in St. Charles affect Geneva or Batavia if they don't do something?

**Mr. Rabchuk:** We have to look at it from our own standpoint, but we would love to help them take a look at it. We have beautiful characteristics along the river and it has the possibilities to help all these downtown areas.

**Aldr. Krieger:** The area of the river south of Prairie always seems to be overlooked. Will that be included in this, and to what extent?

**Mr. Rabchuk:** It is definitely included in our study. At this point, to say what we are going to do is premature. One of the things we identified early on is that stretch of river from Main Street south, on the east side, is that the shoreline stabilization is either broken concrete or wire gabions that are not very attractive. The bike path is very narrow along there, and there are a lot of "scrub" trees. The River Corridor Foundation has been looking at ways to clean that up. We are premature in talking specifics, but if we were to consider cantilevering over the river by 10-12 feet and putting the trail out over the river, you could make the land be a very nice parkway. You would then have a safer bike path and more green space, and you could hide or eliminate some of the features that aren't so attractive.

**Aldr. Lemke:** I would only encourage that we focus on people that have experience with this type of work and not try to bring in irrelevant consultants. I would also say that a very important aspect you made reference to is the aeration of water.

**Mr. Rabchuk:** Yes, aeration helps a lot, but it also helps when you speed up the velocity of the water so that it scours the riverbed better so you don't have the build-up of silt.

No further discussion.

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

**5.b. Recommendation to approve Petkus Easement.**

**Tom Bruhl presented.** This is related to an Easement and Settlement Agreement for a piece of property owned by Barbara Petkus. In the 1990's, as part of Pheasant Run Trails Unit 1, some storm sewer and electric facilities were mistakenly placed slightly over the line onto Mrs. Petkus' property. We did negotiate a settlement with her to obtain an easement for a 15 foot stretch of her eastern border. Getting this easement will allow us to leave the electric and storm sewer structures as they are today without having to go through the expense and turmoil of moving them one foot.

There was an emergency siren that was another potential issue for Ms. Petkus; the Fire Department has relocated the siren.

Staff recommends approval to accept a Settlement Agreement, a budget addition for this expenditure and the easement related to this property and authorization of the Mayor and City Clerk to execute same.

No further discussion.

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

**5.c. Recommendation to Waive the Formal Bid Procedure and approve Purchase Order with Driessen Construction for Civil Work at Dunham Road Substation.**

**Tom Bruhl presented.** This is related to improvements at the Dunham Road Substation which is just by East High School. We have a budgeted project to increase the operational flexibility by putting a piece of switchgear within the fence at Dunham Road. This will allow the flexibility of switching between different Commonwealth Edison feeds in the event we lose one. A Pad mounted switchgear was approved earlier this year and the second phase is installing the foundation and putting piping into the existing substation structure.

We utilized our request for quotation procedure and sent it to eight, local qualified vendors of which we received four responses. The low response was Driessen who we have used for a number of projects and we are highly satisfied with their quality of work.

Staff recommends waiving the formal bid procedure and approving a purchase order in the amount of \$29,500 with Driessen Construction for Civil Work at the Dunham Road Substation.

No further discussion.

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

**5.d. Recommendation to award Purchase Order to Utility Financial Solutions, LLC for Communication Services Rate Study.**

**Tom Bruhl presented.** The Communication Utility is an Enterprise Fund within the City budget that has revenues from different City departments, the School District and Kane County, all of which pay for Fiber and Communication Services for telephone and internet. This year, our budget exceeds \$500,000 so the utility has grown quite a bit and has a lot of expenditures.

We are about 10 years old and have never had a formal rate study to identify what the fair market value is for the services that we are providing, both internal and external. Additionally, we have two entities who want to connect; Tri-Com and the Public Library.

As part of the study, we are going to recommend a standardized structure that will be able to be applied to our internal and external customers including potential new customers who asked to be connected to the system. The Intergovernmental Agreement that we had with District 303 expired in 2011, so we have been frozen in 2011 rates with District 303. We have had a number of changes over that time, and we haven't been able to react to those changes for additional service because we don't have a structure by which to make those changes. This was highly specialized, targeted RFQ to specific consultants that do communication related studies. We sent it to four consultants and got three back. The low quote was a company called Utility Financial Solutions, LLC..

Staff makes a recommendation to waive the formal bid procedure and approve a purchase order in the amount of \$27,917 with Utility Financial Solutions, LLC for a Communication System Rate Study.

**Aldr. Lewis:** Do you feel this company out of Michigan will do a good job?

**Mr. Bruhl:** Yes. They provided a number of references of exact studies they have done for other municipalities because we are not alone in providing broad band to internal and external entities; Batavia has also used them.

No further discussion.

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

**5.e. Recommendation to award Purchase Order to CB&I Constructors Inc. for Driveway Pavement to the Substation Adjacent to the New Water Tower.**

**Tom Bruhl presented.** As part of the water tower construction process we have a small substation on the western part of what was Little Woods School. We did not do any landscape restoration or paving knowing that the water tower was being built. Since we are sharing a driveway, it didn't make a lot of sense to pave something that was going to get torn up. We included those unit quantities as part of the bid that EEI put together that would cover both driveway paving and landscape restoration. I asked EEI to evaluate those unit costs to make sure it made sense to do it with the water tower, rather than do it after. They verified unit costs were competitive and it made sense to do this work as one package.

Staff recommends approval a purchase order with CB&I Constructors Inc. for driveway pavement to the substation adjacent to the new water tower in the amount of \$60,275.

No further discussion.

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

**5.f. Recommendation to award Proposal for Riverside Reservoir Repair.**

**John Lamb presented.** This is a repair to our Riverside Water Reservoir which is located at the north end of North Riverside by the Police Department and Electric Substation. We have a couple corners on the reservoir that have been cracking and have concrete failing. We retained the services of Crawford, Murphy and Tilly to evaluate and inspect these areas and also the interior. After their evaluation, they recommended a process and have contacted four contractors; two submittals were returned. Based on the submittals, CMT and City Staff are recommending Sitar Construction of St. Charles at a cost of \$62,000.

No further discussion.

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

**5.g. Recommendation to Waive the Formal Bid Procedure and Approve the Purchase of Disinfection System Control Panel.**

**John Lamb presented.** Our main treatment plant has a disinfection system; the controller for this disinfection system is 12 years old and now only operates in one mode and it's critical to the operation of the facility and meeting EPA limits. Due to its age, parts are no longer available so we need to purchase a new unit. We are also requesting bids be waived since this is a sole sourced item because it is one part of a larger unit.

Staff recommends waiving the formal bid procedure and approving the purchase of a controller from Trojan UV in the amount of \$54,632.

No further discussion.

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

**6.a. Recommendation to approve Closing of Parking Lot J and the 100 block of Riverside Drive from 9:00 a.m. to 4:00 p.m. on Sunday, October 19 for Fire Department Open House Events.**

**Fire Chief Joe Schelstreet presented.** This is a proposal to allow us to continue with our traditional Fire Department annual open house. We are requesting permission to close the 100 block of Riverside Avenue and parking lot J which is the new parking lot on October 19 from 9:00 a.m. to 4:00 p.m. The event itself will run from 12:00 Noon to 3:00 p.m., but we would like time for set up and tear down and clean up afterwards.

The Fire Department Open House is a budgeted item.

**Aldr. Lewis:** Are we closing the north side of this street that day for the Rhythm on the River?

**Chief Schelstreet:** The Jazz festival closure will be on the south side of the street, and we should be done by the time they start, so the north side will be open by the time they close the south side.

No further discussion.

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

**7. Additional Business.**

**Chairman Martin:** I would like to take this time to thank Public Works Staff, and everyone else who was involved in the Dedication of the Jones Law Office. It was fabulous. The performers, the Mayor's speech, the food, it was all wonderful. Thank you very much!

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

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

**K. Dobbs:**

**Lemke:** Yes

**Turner:** Yes

**Bancroft:** Yes

**Krieger:** Yes

**Bessner:** Yes

**Lewis:** Yes

**Stellato:** Yes

**Silkaitis:** Yes

**Payleitner:** Yes

**9. Adjournment from Executive Session**

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

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

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