

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

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

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

**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:** Absent  
**Bancroft:** Present  
**Martin:** Present  
**Krieger:** Present  
**Bessner:** Present  
**Lewis:** Absent

**3.a. Electric Reliability Report – Information only.**

**4.a. Presentation of and Recommendation to Approve Contractual Services for 2014/2015 Snow/Ice Removal Program.**

**Chris Adesso presented.** Public Works has been gearing up for this winter. We have been getting our equipment ready, and as part of the preparation, we have issued a Request for Proposal (RFP) to 20 qualified contractors to assist the City in services for cul-de-sacs, sidewalks and alley plowing.

We had a very good response to the RFP; 8 vendors returned responses. Staff would like to recommend we utilize 7 of the 8 contractors to help with our snow program. Some of those contractors are seasoned veterans for the City of St. Charles, there are a few new contractors, and some vendors who are stepping into this arena who have been doing work with the City in other aspects. However, each of the contractors has provided quality references and evidence of professional experience in snow removal and they all have provided competitive pricing and will be utilizing proper equipment to complete the work.

Included is a copy of the proposed assignments along with a detailed breakdown of each contractor's hourly rates. If there are no questions, staff recommends to approve the RFP's based on the hourly rates per equipment as shown on the attached RFP Result Recommendation sheet and issue corresponding PO's to those vendors.

No further discussion.

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

**4.b. Recommendation to approve a Purchase Order with Rush Truck/Chicago International for Non-Stocked Heavy Duty Vehicle Parts and Repairs.**

**Chris Adesso presented.** Staff is requesting approval to issue a purchase order to our local International dealer, Rush Truck, who used to be known as Chicago International. Chicago International/Rush Truck provides the City with non-stocked genuine International parts, but also provides us a resource for continued vehicle maintenance. That vehicle maintenance, especially as we gear up to get our snow plows ready, becomes critical.

Staff recommends waiving the formal bid procedure and approval of a purchase order to Rush Truck in the amount of \$40,000.

No further discussion.

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

**4.c. Recommendation to approve a Purchase Order with Zimmerman Ford for Non-Stocked Automotive Parts and Vehicle Repairs.**

**Aldr. Silkaitis abstained from this item.**

**Chris Adesso presented.** Similar to the previous item, Zimmerman Ford is also a key vendor that the Fleet Division utilizes to purchase OEM parts. The City has a large fleet of Ford vehicles and we utilize our local Ford dealer to help us with vehicle maintenance

and repairs that are outside the Fleet Division's abilities or if they need assistance due to staffing.

Staff is recommending waiving the formal bid procedure and approval of a purchase order to Zimmerman Ford in the amount of \$40,000.

No further discussion.

Motioned by Aldr. Krieger, seconded by Aldr. Stellato. Approved by voice vote.

**Motion carried**

**4.d Recommendation to approve a Budget Addition for Electric Utility Work related to Midwest Powder Coating Upgrade located at 3945 Swenson.**

**Tom Bruhl presented.** This is a recommendation to approve a budget addition for a new project at Midwest Powder Coating located at 3945 Swenson. They have purchased the adjacent building and will be upgrading their electric service. This project was not contemplated in the 2015 budget; it is a reimbursable project. The budget addition will be offset by revenues from the developer.

I talked to Finance about how this impacts the electric budget and it's a zero net change because they do a revenue addition and an expenditure addition so the total bottom line is zero change.

Staff recommends approving a budget addition in the amount of \$58,000 for the electric work related to the upgrade at Midwest Powder Coating at 3945 Swenson Avenue.

No further discussion.

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

**4.e. Recommendation to approve a Budget Addition for Electric Utility Work Related to New Buona Beef (old Deck Yard).**

**Tom Bruhl presented.** We have a new business project for Buona Beef which is replacing the Deck Yard on West Main Street. The expense will be offset by a revenue addition to that budget.

Staff recommends approving a budget addition in the amount of \$35,000 for the electric work related to providing service to the new Buona Beef development at the old Deck Yard.

No further discussion.

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

**4.f. Recommendation to approve License Agreement and Resolution for Jalapeno Grill Refuse Enclosure.**

**John Lamb presented.** This is a recommendation to approve a License Agreement with the Jalapeno Grill for a refuse enclosure. The Grill is located at 602 Geneva Road and requires a License Agreement for an enclosure to be placed on the City right-of-way. The restaurant has insufficient interior space for the containers and there is not another location for the enclosure. We currently have several other agreements like this for refuse enclosures.

This enclosure will be located in the City right-of-way along First Street. There is no sidewalk along this area, so it won't infringe on anyone walking past it. The enclosure will be reviewed by City staff and will be required to meet applicable codes. Jalapeno Grill will be responsible for all enclosure and maintenance costs.

Staff recommends approving a License Agreement with the Jalapeno Grill.

No further discussion.

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

**4.g. Recommendation to Reject Bids for Sewer Lining Project.**

**John Lamb presented.** This is a recommendation to reject bids for the sewer lining project. City staff went out to bid for our annual Sewer Lining Project; bids were opened and reviewed by staff. The bid amounts significantly exceeded our budgeted amounts for this project. Staff intends to go out to bid in spring 2015 and we will re-budget these funds in the new fiscal year.

Staff recommends rejecting the bids.

**Aldr. Silkaitis:** This is more than a \$700,000 difference. Why? Did we incorrectly estimate it?

**Mr. Lamb:** This is a project with the largest amount of lines that we have ever lined; it's not an exact science so it's hard to say how they are going to bid. Naturally we will take these numbers into consideration when we go out to rebid.

**Aldr. Lemke:** Can we see what other communities are paying for work of this size to true up the engineers estimate?

**Mr. Lamb:** Yes, and we have a good working relationship with two of the firms who we have worked with the past and received information on their numbers to help us as well.

No further discussion.

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

**4.h. Discussion of a Proposed Painting Project for the Jones Law Office.**

**Peter Suhr presented.** As you know, the Jones Law Office was successfully relocated to its new home at Langum Park this past month. As part of that moving project, Staff performed necessary maintenance to the building and we have also realized there will be ongoing maintenance to keep the building preserved. Staff is currently working with the Camp Kane Heritage Foundation and other community organizations to develop a long term maintenance program which will ultimately define responsibilities for maintenance related to the Jones Law Office. We anticipate presenting that plan to you in spring 2015.

Tonight we are presenting an opportunity to check off one of the maintenance projects before winter arrives. The Camp Kane Heritage Foundation, represented tonight by Kim Malay, has formed a volunteer group who was willing to donate their services to have the exterior of the building repainted. This painting project was presented to the Historic Preservation Committee on October 15 and they are unanimously in support of the project. The building will be repainted to match the existing colors and there will be no cost to the City.

Considering this is a volunteer group, the City would be responsible for the liability of those working on this project; this is no different than any other volunteer group project that we have had in the City.

Recognizing there is no current maintenance agreement in place; Staff is seeking City Council approval prior to moving forward with this project.

No further discussion.

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

**5.a. Recommendation to approve the First Addendum to the MABAS Master Agreement and Authorization of the Mayor and City Clerk to Execute Same.**

**Fire Chief Joe Schelstreet presented.** The Fire Department is a member of the Mutual Aid Box Alarm System (MABAS) through becoming a signatory to the Master Agreement. As part of the Master Agreement, we are allowed to receive reimbursable expenses in the case of disaster. All that is done through the Stafford Act, and then via FEMA reimbursement rules. FEMA has recently changed their rules for reimbursement;

therefore it requires a change to the Master Agreement. It's a zero cost item for the City, and it has already been vetted.

Staff recommends allowing the Mayor to execute the Master Agreement so we can continue to receive reimbursement in the appropriate times.

**Aldr. Lemke:** So it isn't a change in the substance of the agreement per se, it's more of a housekeeping item? The only change is to comply with the Stafford Act?

**Chief Schelstreet:** Correct; FEMA has changed their reimbursement policy so we want to make sure we keep our rules the same as theirs so we can receive those monies.

No further discussion.

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

**6. Additional Business.**

**Aldr. Krieger:** I would like to thank the City Staff for the trees that have been replanted along Rt. 25 at Langum Park and for the additional trees in the park. They look pretty! I have had a number of compliments from residents in the 4<sup>th</sup> Ward.

**Chairman Martin:** I would like to say Happy Anniversary to Aldr. Payleitner.

**7. Executive Session**

None.

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

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