

**AGENDA  
CITY OF ST. CHARLES, IL  
GOVERNMENT SERVICES COMMITTEE MEETING  
JAMES MARTIN, CHAIRMAN**

**MONDAY, FEBRUARY 3, 2014, 7:00 P.M  
CITY COUNCIL CHAMBERS  
2 E. MAIN STREET, ST. CHARLES, IL 60174**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ADMINISTRATIVE**
  - a. Electric Reliability Report – Information only.
  - b. Tree Commission Minutes – Information only.
- 4. PUBLIC WORKS DEPARTMENT**
  - a. Recommendation to approve Parking Lot Sweeping Maintenance Contract with Alliance Sweeping.
  - b. Presentation of 2014 Snow and Ice Control - Update.
- 5. POLICE DEPARTMENT**
  - a. Recommendation to Waive the Bid Procedure and Accept Quote Provided by MidCo Inc. to Install a Camera Surveillance System.
- 6. MAYOR'S OFFICE**
  - a. Discussion of a Consideration of a Concept for a Special Permit for Class B and Class C Liquor Licensees.
- 7. ADDITIONAL BUSINESS**

**8. EXECUTIVE SESSION**

- Personnel
- Pending Litigation
- Probable or Imminent Litigation
- Property Acquisition
- Collective Bargaining

**9. ADJOURNMENT**



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title: Electric Reliability Report – Information Only

Presenter: Tom Bruhl

*Please check appropriate box:*

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 02.03.14
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

Estimated Cost: \$ Budgeted: YES NO

If NO, please explain how item will be funded:

### Executive Summary:

For information only.

### Attachments: *(please list)*

November & December 2013 Outage Reports.

### Recommendation / Suggested Action *(briefly explain):*

For information only.

*For office use only:* Agenda Item Number: 3.a

General Information				Cause		Time & Duration				Customers	
#	Date	S/U	Circuit, Address/Location	Description	#	Ints	T off	T on	Mins	# Out	Cust Min
1	11/2/2013	U	622, Prairie St., Randall Rd., Oak St.	Underground switch failure. Momentary.	2	1	11/2/13 10:06 AM	11/2/13 10:06 AM	0	480	0
2	11/3/2013	S	622, 600 S. Randall Rd.	SCMEU, switched out switchgear & transformer.	2	1	11/3/13 7:30 AM	11/3/13 11:00 AM	210	3	630
3	11/4/2013	U	334, SE Quadrant of City, 1/2 of Q Center	Overhead arrester blown. Momentary.	1	1	11/4/13 7:49 PM	11/4/13 7:49 PM	0	833	0
4	11/15/2013	U	216, 2210 Dean St.	Human error, Utility personnel.	7	1	11/15/13 1:15 PM	11/15/13 1:15 PM	0	6	0
5	11/17/2013	U	214, Howard/Oak/Evergreen/S 15th St.	Weather, large branch fell during heavy wind.	3	1	11/17/13 11:36 AM	11/17/13 1:06 PM	90	90	8100
6	11/17/2013	U	214, Howard/Oak/Evergreen/S 15th St.	Weather, large branch fell during heavy wind.		1	11/17/13 11:36 AM	11/17/13 2:36 PM	180	29	5220
7	11/17/2013	U	IYC Rt. 38	Others, internal problem. Customer fault inside.	8	1	11/17/13 3:14 PM	11/17/13 8:00 PM	286	1	286
8	11/23/2013	S	216, Randallwood	SCMEU, transformer changed out.	8	1	11/23/13 8:00 AM	11/23/13 11:10 AM	190	7	1330
9	11/9/2013	U	13156; SE Quad. Of town	ComEd line loss, arrester failure.	0	1	11/9/13 10:04 AM	11/9/13 10:04 AM	0	532	0
10	11/27/2013	U	214, 1525, 1545 & 1615 W. Main	Overhead, pole fire.	1	1	11/27/13 9:30 PM	11/27/13 10:00 PM	30	3	90

S/U - Scheduled or Unscheduled

Ints - # of Interruptions

Long - &gt;1 min; Short - &lt;1 min

Cause # - see table on page 3

General Information			Cause		Time & Duration				Customers		
#	Date	S/U	Circuit, Address/Location	Description	#	Ints	T off	T on	Mins	# Out	Cust Min
1	12/10/2013	U	624, 1015 S. 3rd St.	Tree limb, rerouted wire.	5	1	12/10/13 2:00 PM	12/10/13 2:30 PM	30	1	30
2	12/13/2013	U	224, 218 Millington Way	Underground, metering failure.	2	1	12/13/13 5:42 AM	12/13/13 6:30 AM	48	1	48
3	12/15/2013	U	624, 726 Mosedale St.	Overhead, metering failure.	1	1	12/15/13 3:43 PM	12/15/13 4:35 PM	52	1	52
4	12/18/2013	U	734, 652 Kirk Rd.	Others, vehicle accident.	8	1	12/18/13 6:46 PM	12/18/13 9:15 PM	149	1	149
5	12/28/2013	U	311, 910 Madison Ave.	Overhead, connector failure.	1	1	12/28/13 7:00 PM	12/28/13 8:30 PM	90	1	90

S/U - Scheduled or Unscheduled

Ints - # of Interruptions

Long - >1 min; Short - <1 min

Cause # - see table on page 3



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title: Tree Commission Minutes – Information only

Presenter: Peter Suhr

*Please check appropriate box:*

<input checked="" type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 02.03.14
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	N/A	Budgeted:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> X
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If NO, please explain how item will be funded:

### Executive Summary:

A duty of the Tree Commission is to advise and consult with the Government Services Committee. November 2013 meeting minutes are attached.

### Attachments: *(please list)*

Tree Commission Minutes – November meeting minutes

### Recommendation / Suggested Action *(briefly explain):*

For information only.

*For office use only:*

*Agenda Item Number: 3.b*

**MINUTES  
CITY OF ST. CHARLES, IL  
TREE COMMISSION  
WEDNESDAY, NOVEMBER 14, 2012**

**Members Present:** Co-Chair Bill Bangs, Valerie Blaine, Jon Duerr, Ralph Grathoff, Pam Otto, Phil Zavitz, Co-Chair Ron Ziegler

**Members Absent:** Suzi Myers

**Others Present:** Chris Adesso, Marcelline D'Argento, Peter Suhr

**Speaker:** Phil Graf, Graf Tree Care, Inc.

**1. Call to Order and Pledge of Allegiance**

The meeting was called to order by Co-Chair, Ron Ziegler at 7:00 p.m.

**2. Introduction of Visitors - Comments and Concerns:**

No visitors present.

**3. Minutes - Review and Approval**

**A.** Motion to accept and place on file the minutes of the September 12, 2012, Tree Commission meeting as presented. Motion by Commissioner Duerr, second by Commissioner Bangs. Voice vote: unanimous; absent Commissioner Myers; motion carried at 7:04 p.m.

**B.** Motion to accept and place on file the minutes of the October 9, 2012, Tri-Cities Joint meeting as presented. Motion by Commissioner Bangs, second by Commissioner Blaine. Voice vote: unanimous; absent Commissioner Myers; motion carried at 7:05 p.m.

**4. Old Business**

**A. Wrap-up comments regarding the Tri-Cities Joint meeting.**

The Commissioners and staff agreed the joint meeting with Batavia and Geneva was informative and productive. The Commissioners and staff will send a thank-you note to Andrea Dierich, the speaker from the Morton Arboretum.

**B. Discussion of City Forestry Plan/Ordinance.**

Mr. Suhr introduced Phil Graf, the owner of Graf Tree Care, Inc., located in St. Charles.

Mr. Suhr discussed the development of an Urban Forestry Management Plan ("UF Plan"), which is set forth as one of the core duties of the Tree Commission pursuant to City Ordinance 12.20.050. Mr. Suhr briefly described Mr. Graf's experience which includes developing UF Plans. Mr. Suhr explained UF Plans may include: Global Information Systems ("GIS"), tree inventory, Emerald Ash Borer ("EAB") management, reforestation, and diversification.

**C. Presentation: *Urban Forestry Management Plan*, Phil Graf**

Mr. Graf described his professional experience in arbor-culture which began in 1993 with tree pruning and removal. In 1999 he became a certified arborist, and later became knowledgeable in the areas of plant health care and diagnostics. As an urban forester, his focus is on the entire tree canopy.

Mr. Graf emphasized the importance of having an accurate tree inventory and a reforestation plan following EAB removals. A division of his business is Natural Resources Management and GIS. Mr. Graf explained the importance of managing the City's urban forest and having a UF Plan as a roadmap.

Mr. Suhr highlighted the importance of memorializing the City's forestry program through a UF Plan. Mr. Suhr informed the Commissioners the City has a good GIS already in use. He also reported the City's tree inventory is computerized and integrated into the City's GIS.

Mr. Graf explained how GIS mapping works in combination with other informational layers such as sewer lines, trees, and stop signs, for example. GIS can also include other tree-related data such as the species and diameter of each tree in inventory and the location of a specific tree in relation to power lines, for example.

Mr. Adesso reported all the City's trees are linked with GIS and we can locate and list all maple trees, for instance. Mr. Graf stated it is challenging to prioritize tree removals and plan for reforestation. He noted the importance of diversity to help avoid large scale tree-related natural disasters. Mr. Graf explained how chestnut blight, Dutch elm disease, and currently EAB have led to such natural disasters. He noted our global connectivity has caused the spread of more pestilence than in the past. However, correct reforestation and planning will result in less maintenance, less turnover, and a good canopy.

Mr. Graf explained diversity is a good starting point, but other important considerations include the types of trees best suited to grow in this area, different soil conditions within the City, and other criteria. He noted soil information may be obtained from the county and added to the City's GIS.

Mr. Ziegler inquired as to the type of relationship the City would have with a UF Planner. Mr. Suhr responded the UF Planner working with the City could be a consultant / contractor under formal agreement with the City. Mr. Suhr stated the goal will be to set up an agreement focusing on reforestation. Under the guidance of the Tree Commission, the City will work to develop an annual UF Plan.

Mr. Ziegler asked if the City has an Arborist on staff. Mr. Suhr responded there is no Arborist on staff currently, but there was in the past. Mr. Adesso noted he is responsible for the City's day-to-day forestry management.

Mr. Duerr commented on the policy portion of Mr. Graf's written materials, especially the basic care and private tree ordinances, and noted the Tree Commission's role in making ordinance recommendations to the City Council. Mr. Suhr explained there is a hazardous tree ordinance pertaining to private trees, but it is seldom used. Mr. Duerr stated

enforcement of a private tree ordinance would be important, especially if a private tree presents a danger to the rest of the tree population (i.e. pestilence / spread of disease).

Mr. Bangs inquired about public ash trees versus the number of private ash trees. Mr. Suhr responded there were 5,400 City ash trees, and estimated about 20,000 private ash trees.

Mr. Adesso stated residents often look to the City for guidance on trees and a UF plan written by a professional and approved by City government would be a good resource. Mr. Ziegler noted the UF Plan and the City Council should emphasize community involvement since 75% of the City's urban forest is private. Ms. Blaine asked what the next step would be with regard to writing a UF Plan.

Mr. Graf noted the City has already completed some important basic UF Plan components such as the inventory of trees, but he could guide the City in its plans. Mr. Suhr suggested a first step might be to have Mr. Graf help to develop an outline for a five-year UF Plan. The Commission could then use the outline to prioritize its focus. Mr. Suhr noted any UF Plan would be an ongoing process / living document.

Mr. Zavitz noted the City could influence and control private trees and pass an ordinance for new building and tree planting similar to the City's ordinances for sewer and water.

## **5. New Business**

### **A. Update on the Emerald Ash Borer**

Mr. Suhr reported the City is 1/3 finished with removal of ash trees. A bond in the amount of \$3 million was written for the EAB program. Thus far, 850 replacement trees have been planted, and next 1,000 trees have been approved by Council for removal and replacement; 900 tree replacements will be planted in spring 2013.

Mr. Bangs noted Gray Street was a great example of the City's progress with EAB removals and replanting, and complimented the City Council's commitment to fund the EAB program.

### **B. News or Concerns from Public Works / Revised Letter to Residents for Tree Selection**

Mr. Suhr reported the City has taken steps to ensure the diversity of the City's parkway trees. The standard letter sent to residents regarding tree removal and replanting was initially changed and removed maple trees from the list of trees from which to choose. The letter was subsequently changed and eliminated residents' choice of parkway trees altogether. Mr. Suhr reported approximately 350 such letters were sent out this fall, and only 17 special requests for specific types of trees were received from residents. Mr. Suhr explained special requests for certain types of trees provide an opportunity for him to talk to residents directly and guide them away from requesting maple trees to replace ash trees. Mr. Suhr noted our goal would be to have a policy in place for spring 2013 planting.

Mr. Zielger shared an informational poster showing trees that are alternatives to ash trees. He suggested a publication of this type could be included with letters to residents as a means to provide education on different types of trees. Mr. Suhr reported 900 trees will be planted in spring 2013 and it might make sense to have Mr. Graf, or a similar consultant, help the City to make a tree diversity plan.

**C. Langum Woods Spring Clean-Up**

Ms. Otto reported the spring clean-up is an outreach program that is part of the curriculum for middle school. Planning is in progress but no date has been set, although April is a popular time for this project in connection with Earth Day.

**5. Committee Reports**

**A. Education Committee:** None. Ms. Myers not present.

**B. Publicity Committee:** Ms. Blaine no report.

**C. Arbor Day Committee:** Mr. Ziegler noted there is no Arbor Day Committee in place yet. Mr. Bangs and Mr. Duerr agreed to work on Arbor Day 2013.

**8. Communications**

**A. Electric Division / Public Services Division Tree Activity Report for September and October 2012**

September and October 2012 Electric Division / Public Services Tree Activity Reports were presented. Motion by Commissioner Duerr, second by Commissioner Grathoff, to place September and October 2012 Electric Division/Tree Activity Reports on file. Voice vote: unanimous; absent Commissioner Myers; motion carried at 8:10 p.m.

**9. Comments**

**A. Commissioners:**

Co-Chair Bangs: Great information; liked Mr. Graf's overview.

Commissioner Blaine: None.

Commissioner Duerr: Great work in the removal of a 16" green ash tree by Skyline from the parkway in front of his home, the stump was removed and the parkway was cleaned-up as well. Great work everyone.

Commissioner Grathoff: Thank you to Mr. Graf.

Commissioner Otto: Liked Mr. Graf's overview; thank you.

Commissioner Zavitz: None.

Co-Chair Ziegler: Good information from Mr. Graf. He also noted a ninth Commissioner is needed to complete the Tree Commission since the departure of Commissioner Scott. A resident of St. Charles Township is required.

**B. Staff:** None.

**C. Visitors:** n/a

**10. Adjournment**

Motion by Ms. Blaine to adjourn the meeting, second by Co-Chair Bangs. Voice vote: unanimous; absent Commissioner Myers; motion carried at 8:15 p.m.

/md



ST. CHARLES  
SINCE 1834

### AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Waive the Formal Bid Process and Approve Parking Lot Sweeping Maintenance Contract with Alliance Sweeping

Presenter: Chris Adesso

*Please check appropriate box:*

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 02.03.14
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$40,600	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

#### Executive Summary:

Since 2008, the City has been utilizing Alliance Sweeping to help maintain our City parking lots and parking decks. Starting in the spring and continuing to our first snow event, Alliance sweeps our parking lots and parking decks one (1) time each week. On occasion, they are available for special services such as clean up after a parade.

This year we have budgeted \$40,600 for continued sweeping services. In an effort to help maintain our fiscal responsibility, Alliance Sweeping has held their pricing in the last four consecutive years. Last year, under separate agreement, we solicited pricing from four other sweeping vendors. Alliance Sweeping provided the most cost competitive quote.

#### Attachments: *(please list)*

Proposal from Alliance Sweeping to provide Parking Lot & Parking Deck Sweeping Service.

#### Recommendation / Suggested Action *(briefly explain):*

Recommendation to Waive the Formal Bid Process and Approve Parking Lot Sweeping Maintenance Contract with Alliance Sweeping in an amount of \$40,600.

*For office use only:*

*Agenda Item Number: 4.a*

**ALLIANCE SWEEPING SERVICES**  
**655 DEERFIELD ROAD ST. 100 #226**  
**DEERFIELD, IL 60015**

**(847) 858-3503**

**MARK@ALLIANCE-SWEEPING.COM**  
**PARKING LOT SWEEPING**



City of St. Charles  
 Attn: Peter Suhr  
 Saint Charles, Il 60174  
 psuhr@stcharles.il.gov

Location: City of St. Charles  
 Municipal Lots  
 Saint Charles, Il 60174

February 6, 2013  
 Phone:630-377-4405  
 Fax:

*We hereby propose and agree to perform the following work according to the specifications set forth as follows:*

2013 Budget

**WEEKLY:**

Machine sweep all exterior asphalt parking lot surfaces of the following locations.  
 Broom sweep curbs and corners. Remove most dirt and debris.

<b><u>LOTS:</u></b>	<b>Price Per Cleaning:</b>			
Lot A	\$35.00	Lot J	\$80.00	Lot R \$45.00
Lot B	\$60.00	Lot K	\$50.00	Lot T \$35.00
Lot C	\$35.00	Lot L	\$45.00	Lot U \$50.00
Lot E	\$30.00	Lot N	\$50.00	
Lot F	\$40.00	Lot O	\$55.00	
Lot G	\$75.00	Lot P	\$95.00	
Lot H	\$60.00	Lot Q	\$45.00	

**INSURANCE:** We are fully insured with Commercial General Liability coverage including Contractual Liability, Completed Operations insurance as well as Statuary Workman's Compensation. Certificates of insurance are available upon receipt of signed contract. Cost subject to change for additional special coverage.

Your acceptance of this proposal will constitute a CONTRACT between us. This contract may be cancelled by either party upon ninety (90) days written cancellation notice. Unless otherwise stated, this contract will be self-renewing after one year.

Prices quoted above are based upon standard lot sweeping practices. Any deviation or alteration of the above specifications will be executed only upon written authorization.

Customer represents and warrants that, during the term of this agreement and for one year thereafter, customer will not hire any current or former employee of Alliance Sweeping Services without the written consent of Alliance Sweeping Services.

**TERMS:** Net 30 days, 2% monthly service charge on all past due accounts. As a condition of this contract, you agree to pay all cost of collection if this account becomes delinquent.

*Approved and accepted by:*

***ALLIANCE SWEEPING SERVICES***

\_\_\_\_\_

\_\_\_\_\_  
 Mark Michaels, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ALLIANCE SWEEPING SERVICES**  
**655 DEERFIELD ROAD ST. 100 #226**  
**DEERFIELD, IL 60015**

**(847) 858-3503**

**MARK@ALLIANCE-SWEEPING.COM**  
**PARKING LOT SWEEPING**



City of St. Charles  
Attn: Peter Suhr  
Saint Charles, Il 60174  
psuhr@stcharles.il.gov

Location: City of St. Charles  
Municipal Lots  
Saint Charles, Il 60174

February 6, 2013  
Phone: 630-377-4405  
Fax:

*We hereby propose and agree to perform the following work according to the specifications set forth as follows:*

2013 Budget

**WEEKLY:**

Machine sweep all exterior asphalt parking lot surfaces of the following locations.  
Broom sweep curbs and corners. Remove most dirt and debris.

**LOTS:            Price Per Cleaning:**

200 Walnut	\$100
100 Illinois	\$175

**INSURANCE:** We are fully insured with Commercial General Liability coverage including Contractual Liability, Completed Operations insurance as well as Statutory Workman's Compensation. Certificates of insurance are available upon receipt of signed contract. Cost subject to change for additional special coverage.

Your acceptance of this proposal will constitute a CONTRACT between us. This contract may be cancelled by either party upon ninety (90) days written cancellation notice. Unless otherwise stated, this contract will be self-renewing after one year.

Prices quoted above are based upon standard lot sweeping practices. Any deviation or alteration of the above specifications will be executed only upon written authorization.

Customer represents and warrants that, during the term of this agreement and for one year thereafter, customer will not hire any current or former employee of Alliance Sweeping Services without the written consent of Alliance Sweeping Services.

**TERMS:** Net 30 days, 2% monthly service charge on all past due accounts. As a condition of this contract, you agree to pay all cost of collection if this account becomes delinquent.

*Approved and accepted by:*

***ALLIANCE SWEEPING SERVICES***

\_\_\_\_\_  
Mark Michaels, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**REQUEST FOR WAIVING BID PROCEDURE**

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Alliance Sweeping Service, Inc.  
1601 Atlantic Drive, Unit 137  
West Chicago, IL 60185

For the purchase of: Parking Lot & Parking Deck Sweeping Maintenance Service

At a cost of: \$ 40,600

Reason for the request to waive the bid procedure: Alliance Sweeping has provided the City with excellent service since 2008 and leaves us with no doubt they will continue to do so. In effort to help maintain our fiscal responsibility, Alliance Sweeping has held their pricing in the last four consecutive years. Last year, under separate agreement, we solicited pricing from four other sweeping vendors. Alliance Sweeping provided the most cost competitive quote.

Other Quotations Received: None

Date: 01/27/2014

Requested by:

 CHRIS ADESSO

Department Director:

 PETER SUHR

Purchasing Manager: \_\_\_\_\_

Committee Chairman: \_\_\_\_\_

**THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.**



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title: Presentation of 2014 Snow & Ice Control – Update

Presenter: Chris Adesso

*Please check appropriate box:*

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 02.03.14
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

Estimated Cost:	\$ N/A	Budgeted:	YES	X	NO
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If NO, please explain how item will be funded:

**Executive Summary:**

Staff would like to provide a brief update to the Committee on the current status of Winter Operations for the City. Topics will include a synopsis of the winter storm events we have experienced, the Public Works response to these events, and a general update on the program.

**Attachments:** *(please list)*

None

**Recommendation / Suggested Action** *(briefly explain):*

For Information only.

*For office use only:*

*Agenda Item Number: 4.b*



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Waive the Formal Bid Procedure and Accept Quote Provided by MidCo Inc. to Install a Camera Surveillance System
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Presenter:	Deputy Chief David Kintz
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*Please check appropriate box:*

	Government Operations	X	Government Services – 02.03.14
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$58,900	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

The Police Department is seeking to change the building video surveillance system. The current system has been in place for nearly 10 years and several of the cameras are no longer functional. The system is no longer compatible with current technology and the cameras can't be replaced. The video system covers access to the Police Department as well as the booking room and processing areas.

The City uses several stand-alone systems for various video needs. This system will allow all cameras to be brought under one program. It is also expandable and will allow use by all City departments without having to purchase their own program.

The Police Department sought three competitive quotes for this project and MidCo Inc. had the lowest price and meets our project needs. This project has been reviewed by the Information Systems Department and will meet the City's needs for years to come. The other companies providing a quote were Sentinel Technologies and Sound Incorporated.

**Attachments:** *(please list)*

Bid Waiver  
Quote from MidCo Inc.

**Recommendation / Suggested Action** *(briefly explain):*

Recommendation to waive the Formal Bid Procedure and accept Quote from MidCo Inc. for the installation of a video surveillance system.

*For office use only:*

*Agenda Item Number: 5.a*



## MidCo Inc. Proposal

*MidCo Inc.*  
 16W221 Shore Court  
 Burr Ridge, IL 60527  
 www.midcosystems.com

Purchaser: <b>St Charles Police Department</b>	Quote Date: <b>November 20, 2013</b>
Address:	Prepared By: <b>Dale Lofquist</b>
Phone:	E-Mail: <b>dlofquist@midcosystems.com</b>
Fax:	Proposal #:
Prepared For:	E-Mail:

**Project: Video System Upgrade** **\$58,900.00**  
Line Item Includes Labor Tax Not Included

Qty	Mfg.	Part No.	Description	Per Unit Price	Extended Price
<b>VIDEO SYSTEM UPGRADE Rev. 4</b>					
<b>A. CAMERAS</b>					
<b>1. Cells</b>					
4	Axis	P3363-V	IP Day/Night Color vandal resistant camera		
4		P3304-V	IP 720P HD Color vandal resistant camera		
<b>2. Booking &amp; Interview Hallway</b>					
14		P3354	IP 720P HD Color camera w/ wide dynamic range		
<b>3. Indoor - General Area</b>					
4		P3346-VE	IP 1080P HD Day/Night exterior camera		
<b>4. Exterior East Side (2) - Alley - South Lot</b>					
1	Arcont	AV8185DN-HB	IP 8MP 180 Degree day/night dome		
1			Mounting brackets		
1			6. Pole Camera		
1			Use Existing		
1			Camera heater power supply		
<b>B. VIDEO RECORDING SYSTEM</b>					
1	Exacq	IPZ08-24TB-R2-RAID	24TB Z-Series Enterprise Server		
1			Camera licenses		
7			Camera licenses for parking lot IP cameras		
<b>C. VIEWING STATIONS</b>					
2			Client software install only		
<b>D. Additional 12 Month warranty after 1st Year</b>					<b>No Charge</b>
<b>Notes</b>					
<ol style="list-style-type: none"> <li>1. Install new cameras at existing locations and use existing cable for all cameras except for new camera location in Booking</li> <li>2. PoE Network &amp; Cableing by Owner</li> <li>3. Viewing station computers &amp; monitors by Owner - per manufacturers spec.</li> <li>4. Floor plan drawings are available for additional cost</li> <li>5. Eight hours of training is included</li> </ol>					

Price includes applicable installation labor unless otherwise noted. Price is exclusive of all conduit and electrical boxes. Our proposal includes adequate labor to connect, program and test circuits with your system. Troubleshooting network problems caused by 3rd party suppliers is not included with this proposal. Additional labor hours that are required as a result of the non-performance of these 3rd party devices will be invoiced at our prevailing rate.

Purchaser acknowledges receipt of MIDCO'S Terms and Conditions and Project Qualifications documents, understands them, and agrees to be bound by its provisions. Further, the purchaser agrees that it is the complete and exclusive statement of the agreement between the parties which superseded all proposals or prior agreements oral or written. Your sales price has a 4% cash payment discount included. If you would prefer to pay by credit card 4% will be added to your quoted purchase price. ~~Please notify your MidCo representative if you would like this option.~~

MidCo Inc. Signature _____	Signature of Purchaser _____
Date _____	Date _____



# MidCo Inc. Proposal

MidCo Inc.  
 16W221 Shore Court  
 Burr Ridge, IL 60527  
 www.midcosystems.com

<b>Purchaser:</b>	St Charles Police Department	<b>Proposal Date:</b>	November 20, 2013
<b>Address:</b>		<b>Prepared By:</b>	Dale Lofquist
<b>City, St, Zip</b>		<b>E-Mail:</b>	dlofquist@midcosystems.com
<b>Phone</b>		<b>Proposal #:</b>	
<b>Fax:</b>		<b>E-Mail:</b>	
<b>Prepared For:</b>			

**Project: Video System Upgrade**  
**Page 2**

Qty	Mfg.	Part No.	Description	Per Unit Price	Extended Price
<b>OPTIONS</b>					
<b>OPTION 1</b>					
2	Axis	P3353-V	2 Additional Cell Cameras to Cover Hall	Additional	\$3,700.00
2			IP Day/Night Color vandal resistant camera		
2			License		
			Cable		
<b>OPTION 2</b>					
<b>INCLUDED IN BASE</b>					
<b>OPTION 3</b>					
1			Increase Recorder Size From 24TB to 32TB	Additional	\$2,500.00
<b>OPTION 4</b>					
			A Series Network Recorder instead of Z Series	Deduct	-\$2,500.00
<b>Note</b>					
Z Series provides the following not provided on					
A Series					
Dual power supply					
Solid state drive for application program					
Field replaceable hard drives					

Price includes applicable installation labor unless otherwise noted. Price is exclusive of all conduit and electrical boxes. Our proposal includes adequate labor to connect, program and test circuits with your system. Troubleshooting network problems caused by 3rd party suppliers is not included with this proposal. Additional labor hours that are required as a result of the non-performance of these 3rd party devices will be invoiced at our prevailing rate. Purchaser acknowledges receipt of MIDCO'S Terms and Conditions and Project Communications documents, understands them, and agrees to be bound by its provisions. Further, the purchaser agrees that it is the complete and exclusive statement of the agreement between the parties which superseded all proposals or prior agreements oral or written. Your sales price has a 4% cash payment discount included. If you would prefer to pay by credit card 4% will be added to your quoted purchase price. Please notify your MidCo representative if you would like this option.

MidCo Inc. Signature _____	Signature of Purchaser _____
Date _____	Date _____

REQUEST FOR WAIVING BID PROCEDURE

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Midco Inc  
16W221 Shore Court  
Burr Ridge, IL 60527

For the purchase of: Video Surveillance System

At a cost not to exceed: \$58,900.00

Reason for the request to waive the bid procedure: The types of companies that perform this type of work and have experience in a law enforcement setting are limited. Quotations were sought from three different vendors, all of which have worked with the city on past projects.

Other Quotations Received:

Midco - \$58,900

Sentinel - \$58,467.43

Sound Inc. - \$59,473

NOTE: When the cost of the annual maintenance is included, then the quote for Midco would cost \$1,593 less than Sentinel

Date: January 27, 2014

Requested by: \_\_\_\_\_

Department Director: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

**THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.**



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title: Discussion of a Consideration of a Concept for a Special Permit for Class B and C Licensees

Presenter: Mayor Rogina

*Please check appropriate box:*

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 02.03.14
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	N/A	Budgeted:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> X	<input type="checkbox"/> NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

### Executive Summary:

At the January 21, 2014 City Council meeting an ordinance was pass to amend Title 5 “Business Licenses and Regulations”, Chapter 5.08 “Alcoholic Beverages” of the City Code. One of these amendments were to established late night permit fees for Class B and C licensees to allow them an option to stay open later then midnight for a fee connected to a 1:00 a.m. or 2:00 a.m. closing time.

Tonight we come before this committee to discuss and receive direction of possibly allowing these licensees who opt to close at midnight or 1:00 a.m. an opportunity to, on occasion, stay open until 2:00 a.m.

**Proposal:** to create a new Class E6 Temporary License Permit for Class B and C licensees that would allow such establishments, with Council approval, to stay open until 1:00 a.m. or 2:00 a.m. for a special event on the licensees’ premises. Suggested parameters for this Class E6 Temporary License Permit would be as follows:

- Allow the retail sale of beer and wine or the retail sale of alcohol liquor for consumption on the premise only.
- Class E6 license permits shall be issued to only Class B and Class C liquor licensees for special events or catered functions with dispensing of food.
- Application for a Class E6 must be submitted 90 days in advance of schedule date.
- No more than four (4) Class E6 license permits will be issued to any one business per fiscal year.
- A license permit is per event during a 24-hour period.

**Attachments:** *(please list)*

None

**Recommendation / Suggested Action** *(briefly explain):*

Discussion of a consideration of a concept for a special permit for Class B and C licensees. If directed an ordinance would be prepared.

*For office use only:*

*Agenda Item Number: 6.a*