

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

**MONDAY, MARCH 24, 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. CITY ADMINISTRATORS'S OFFICE**
  - a. Presentation of Resident Priority Survey – Information only.
- 5. PUBLIC WORKS DEPARTMENT**
  - a. Recommendation to approve a Purchase Order with G&W for 35kV switchgear for Dunham Road Substation.
  - b. Recommendation to approve Contract for South 19<sup>th</sup> Street Water Main Project.
  - c. Recommendation to approve Change Order No. 1 for the Tyler Road Drainage Improvement Project.
  - d. Recommendation to approve Resolution for the 2014 MFT Street Rehabilitation Project.
  - e. Presentation of Final Landscape Architectural Exhibits for Proposed Municipal Parking Lot Rehabilitation Project – Information only.
  - f. Presentation of Sweeping Program – Information only.
  - g. Recommendation to Waive the Formal Bid Process, Approve a Budget Addition in the amount of \$170,000 and Approve a Proposal from Layne Christensen for City Hall Well #3 Preventative Maintenance.

- h.** Recommendation to approve Spring Clean Up.

**6. FIRE DEPARTMENT**


- a.** Recommendation to approve the Tri-City Ambulance Association Budget in the capacity as Lead Agency for Tri-City Ambulance.
- b.** Recommendation to approve a Resolution Authorizing The City Of St. Charles, as Lead Agency, to Execute an Agreement between Tri-City Ambulance and Paramedic Services of Illinois, Inc. for Paramedic Services On Behalf Of Tri-City Ambulance Service.

**7. ADDITIONAL BUSINESS**

**8. EXECUTIVE SESSION**

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

**9. ADJOURNMENT**

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>												
	Title:		Electric Reliability Report – Information Only										
	Presenter:		Tom Bruhl										
<i>Please check appropriate box:</i>													
	Government Operations		X	Government Services 03.24.14									
	Planning & Development			City Council									
	Public Hearing												
<table border="1" style="width: 100%;"> <tr> <td>Estimated Cost:</td> <td>\$</td> <td>Budgeted:</td> <td>YES</td> <td></td> <td>NO</td> <td></td> </tr> </table>							Estimated Cost:	\$	Budgeted:	YES		NO	
Estimated Cost:	\$	Budgeted:	YES		NO								
If NO, please explain how item will be funded:													
<b>Executive Summary:</b>													
For information only.													
<b>Attachments:</b> <i>(please list)</i>													
February 2014 Outage Report.													
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>													
For information only.													
<i>For office use only:</i>		<i>Agenda Item Number: 3.a</i>											


General Information					Cause		Time & Duration				Customers	
#	Date	S/U	Circuit	Address/Location	Description	#	Ints	T off	T on	Mins	# Out	Cust Min
1	2/5/2014	U	331	818 Viewpointe Dr.	Transformer; damaged by snow contractor	8	1	2/5/14 9:24 AM	2/5/14 10:10 AM	46	7	322
2	2/5/2014	U	331	818 Viewpointe Dr.	Transformer; damaged by snow contractor	8		2/5/14 9:24 AM	2/5/14 11:15 PM	831	4	3324
3	2/19/2014	U	332	217 S. 3rd Ave.	Overhead; connector failure	1	1	2/19/14 12:00 PM	2/19/14 1:10 PM	70	1	70

S/U - Scheduled or Unscheduled

Ints - # of Interruptions

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

Cause # - see table on page 3

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Tree Commission Minutes – Information only					
	Presenter:	Peter Suhr					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services 03.24.14			
	Planning & Development			City Council			
	Public Hearing						
Estimated Cost:	N/A	Budgeted:	YES		NO	X	
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
<p>A duty of the Tree Commission is to advise and consult with the Government Services Committee. January 2014 meeting minutes are attached.</p>							
<b>Attachments:</b> <i>(please list)</i>							
Tree Commission Minutes – January 2014 meeting minutes							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
For information only.							
<i>For office use only:</i>		Agenda Item Number: 3.b					

**MINUTES  
CITY OF ST. CHARLES, IL  
TREE COMMISSION MEETING  
RON ZIEGLER, INTERIM CHAIRMAN  
JANUARY 9, 2014**

**Members Present:** Valerie Blaine, Jon Duerr, Ralph Grathoff, Suzi Myers, Pam Otto, Caroline Wilfong, Ron Ziegler

**Members Absent:** Phil Zavitz

**Others Present:** Chris Adesso, Nicole Wang

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

The meeting was convened by Comm. Ziegler at 7:05pm.

**2. Roll Call**

Comm. Ziegler confirmed that all are aware that Chairman Bangs has moved to Colorado. Comm. Ziegler also asked if anyone knew how Comm. Zavitz is doing. Comm. Blaine stated that she has talked to him in the community.

**3. Introductions of Visitors - Comments and Concerns: None**

**4. Minutes Review and Approval**

Item 5b. second paragraph regarding wire baskets at time of tree planting: Comm. Ziegler requested to add for the record there is controversy regarding the industry standard for handling wire baskets at tree planting. Comm. Ziegler stated that the International Society of Arboriculture communicates to “...*remove the rope and the top half of wire baskets after a tree has been placed in the ground for planting to half the root ball and do not turn under and bury any burlap...*”. Comm. Ziegler stated this issue is something the Commission should think about as the City is planting a lot of trees. The trees are planted with the ball and burlap and wire baskets left on. Mr. Adesso commented the City uses the planting detail from one industry standard source. Care is given to remove or cut away ropes and burlap per each trees needs at time of planting and the wire baskets are left alone. Mr. Adesso stated the City’s consulting Arborist gave positive feedback about the nursery stock, methods and procedures used after a thorough review of planted trees this fall. Comm. Ziegler stated he was satisfied with Mr. Adesso’s answer regarding the matter of wire baskets at planting. Mr. Adesso stated that staff is committed to doing their very best.

**Motion to accept with 5b. second paragraph additions as recorded above and place on file the minutes of the November 14, 2013 Tree Commission**

**meeting. Motion by Comm. Duerr, second by Comm. Myers to accept and place on file the minutes.**

**Voice vote:** unanimous; Nays – None; Absent: Phil Zavitz

- Motion carried at 7:12 pm.

**5. Old Business**

**A. Discussion on City Forestry Plan/Ordinance**

Comm. Blaine has verbiage for section 2c. History of St. Charles Trees. She will forward that to Mrs. Wang to insert under this section. Comm. Myers is awaiting further additional historical information from staff to be included under section 2b. History of the St. Charles Tree Commission.

Comm. Duerr proposed an addition to the City Ordinance chapter 12.20 “Trees and Shrubs” for tree maintenance. The proposed addition reads “12.20.90: The Public Works Department shall conduct onsite inspections of a minimum of 20% of all trees on City property and Rights of Way each year. The findings shall be submitted to the Mayor, City Council and Tree Commission. The inspection report shall note the health and the trees performance in keeping with the Forestry Plan. The inspections shall be conducted by a qualified Arborist as defined by ISA. The Arborist shall make detailed notes of conditions and make recommendations of appropriate actions when required to the Public Works Director or his/her designate.” Comm. Duerr commented that he was surprised there is no language for ongoing maintenance within the City code. Mr. Adesso stated the proposal is a good way to memorialize ongoing maintenance recommendations. Comm. Ziegler asked what Comm. Duerr’s plan is and how to move forward? Comm. Duerr stated the proposal is a first step. He requested Mrs. Wang to forward a copy to all Commissioners for discussion and revision at the March meeting. Mr. Adesso stated once revisions of the proposal are finalized, the proposal would be presented to the City attorney and then Mr. Adesso would bring the proposal before City Council. Comm. Otto asked how inspections currently happen for tree sites. Mr. Adesso details that inspections for trees on City property are a result of caller information and field staff information. He stated that often field staff sees the need and inspections are assigned as a result. Comm. Ziegler asked if the Public Services Division has trained staff for tree pruning? Mr. Adesso stated that staff currently has a junior Arborist and many staff members with thirty or more years of tree pruning and maintenance experience. He added there are contractual funds budgeted for Urban Forestry needs as well. If staff needs assistance on an issue, then a contractor is called to assist.

Tree Inventory 3a. Mrs. Wang is researching historical documents. The City has some historical documentation from 2011 before we began our

EAB Program for the tree inventory. We also have our current tree inventory. A review needs to be done on the EAB information to determine what needs to be kept as historical information for this section. Comm. Duerr suggested using an appendix for this information. He added that making general comments regarding the tree inventory and then providing a reference to appendix materials may be the best way to handle this information.

Comm. Otto stated that she is working on section 5a. Special Projects – Parks (Langum Woods) with Comm. Myers.

## **6. New Business**

### **A. Update on the Emerald Ash Borer (EAB)**

Mr. Adesso shared information on the November status update he presented to City Council. 3,000 ash trees have been removed through bond service and replanting has been one to one as much as possible. There are approximately 600 ash tree replacements scheduled for planting this spring and 200 ash tree replacements scheduled for planting in the fall. He provided Council with an explanation of diversity and received the most questions about this topic. Mr. Adesso shared the Council communicated diversity is a valuable initiative we are pursuing.

Mr. Adesso stated the next phase for EAB will be to conduct an extensive review of the approximately 450 ash trees standing in City right-of-ways. Plans are to conduct the review in the spring with the potential to utilize another resource for that review. Mr. Adesso stated that Public Services will then look to how to move forward with the remaining ash trees.

Comm. Ziegler asked how many of the remaining ash trees are treated for EAB? Mr. Adesso stated possibly as high as one third of the remaining ash population as some residents are treating. Mr. Adesso added the review will show how many ash trees are in good condition. In the past, staff used Valent's treatment product through the Legacy Treatment Program to treat a subset of trees. However, we are not treating at this time. We are eligible to use the product again in the future.

### **B. News or Concerns from Public Works**

Mr. Adesso shared the TreeKeeper database has been updated in the last month. This is the database that houses our tree inventory. He added the Tree City USA paperwork was submitted on time to the state as well.

Comm. Myers inquired if Mr. Suhr is still the Interim Director of Public Works? Mr. Adesso confirmed that he is.



- C. **Langum Woods Clean Up:** None.

## 7. **Committee Reports**

- A. **Education Committee:** None.
- B. **Publicity Committee:** None. The committee does not have a Commissioner assigned at this time. It is open to anyone on the Commission who would be willing to take on the responsibility.
- C. **Arbor Day Committee:**  
Comm. Ziegler stated that the Commission's main event and purpose is Arbor Day. He encouraged the Commissioners to continue efforts to make our event well-publicized and attended. The attendance by students and their families was well noted last year. Comm. Otto stated she will follow-up with the fourth grade teachers at Richmond and Munhall schools to find out if their classes may have conducted a Forestry Unit project such as the video presentations shown at last year's Arbor Day. Comm. Myers stated during her time as a teacher in the Aurora school district, all schools were given a tree for students to get them more involved in studying trees. The Commissioners discussed the use of seedlings/saplings for the St. Charles schools. It was determined that this may not be the best approach given the classroom limitations now. Mrs. Wang commented the need to determine if the Commissioners want to host a contest again this year and what the contest would entail. Comm. Blaine suggested a Tribute to Trees where any medium could be utilized to celebrate trees. Comm. Blaine will provide verbiage for the Tribute to Trees event at Arbor Day for the website and Den publication. Mrs. Wang added there are several planning items that Commissioners can help with and she will send a checklist to all Commissioners via email. Comm. Myers suggested getting a diversity expert as the speaker for Arbor Day. She also suggested finding a group to put on a play for the event as it is a simple way to make an impression. Mr. Adesso asked the Commissioners to think about the type of presentation that should be given at the event and communicate it for the next meeting.

## 8. **Communications**

- A. **Electric Division/Tree Activity Reports**

**Motion to accept and place on file the Electric Division/Public Services Division Tree Activity Reports for November 1, 2013 through December 31, 2013. Motion by Comm. Myers, second by Comm. Blaine to accept and place on file the reports as presented.**

**Voice vote:** unanimous; Nays – None; Absent: Phil Zavitz  
- Motion carried at 8:18 pm.

**B. Review of the Tree Species Requests Report for November 1, 2013 through December 31, 2013.**

**9. Additional Items – Comments**

**A. Commissioners:**

- a. Comm. Ziegler notified the members that Chairman Bangs resigned his position due to his move to Colorado in December, 2013. The Tree Commission is short on staff at this time. He stated he is willing to take on the Chairman responsibilities in the interim until May of this year. He encouraged all Commissioners to consider the Chairman role as all members are highly qualified.

**Motion by Comm. Myers to appoint Comm. Ziegler as Interim Chairman until May 1, 2014, second by Comm. Blaine.**

**Voice vote:** unanimous; Nays – None; Absent: Phil Zavitz  
- Motion carried at 8:35 pm.

- b. Comm. Myers: Good meeting! She will contact Rick Weals for the music at Arbor Day and can we place notice of Arbor Day in the Den.
- c. Comm. Grathoff: Offered to contact Chris Scott for the demonstration at Arbor Day as he has done this in the past.
- d. Comm. Wilfong: Asked how she works with other Commissioners toward the Arbor Day plans before the next meeting. Mrs. Wang will send out a checklist for all Commissioners to work from.

**B. Staff : None**


**C. Visitors: None**

**10. Adjournment**

**Motion by Comm. Otto to adjourn meeting, second by Comm. Grathoff.**


**Voice vote:** unanimous; Nays – None; Absent: Phil Zavitz  
- Motion carried at 8:37 pm.

/nmw

 <b>ST. CHARLES</b> <small>S I N C E 1 8 3 4</small>	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Presentation of Resident Priority Survey – Information Only					
	Presenter:	Mark Koenen					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services 03.24.14			
	Planning & Development			City Council			
Estimated Cost:		Budgeted:	YES		NO		
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
<p>The Residential Survey has been administered every two years since 1996. It is an information source used to measure satisfaction with community initiatives and programs, guide future decisions and improve services.</p> <p>The previous survey was created in house and administered in 2011. In 2013, we used the National Citizen Survey™ (NCS), a collaborative effort between National Research Center, Inc. and the International City/County Management Association (ICMA). The NCS has been used by more than 500 communities in 45 states.</p> <p>Both surveys gathered the perspectives of our residents on the overall quality of life in St. Charles. However, this 2013 survey compared the results from St. Charles to benchmarks created from survey results of approximately 500 communities across the country.</p> <p>In general, St. Charles ranked ‘Much Above’ or ‘Above’ on the majority of topics surveyed. Residents generally feel the City is moving in the right direction, believe St. Charles is safe, clean and well-maintained, and see Economic Development growth as too slow.</p>							
<b>Attachments:</b> <i>(please list)</i>							
None.							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
Presentation of Resident Priority Survey – Information Only							
<i>For office use only</i>		<i>Agenda Item Number: 4.a</i>					

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Recommendation to Approve a Purchase Order with G&W for 35kV Switchgear for Dunham Road Substation					
	Presenter:	Tom Bruhl					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services 03.24.14			
	Planning & Development			City Council			
	Public Hearing						
Estimated Cost:	\$49,987	Budgeted:	YES	X	NO		
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
<p>Purchasing went out for bids. Three interested bidders were notified of the bid for this custom engineered 35kV switchgear and two responded with bids. G&amp;W offered the low bid. G&amp;W has provided similar gear to the City in the past and this bid amount is consistent with previous pricing they have given on similar gear.</p>							
<b>Attachments:</b> <i>(please list)</i>							
<p>Bid tabulation</p>							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
<p>Recommendation to approve purchase order with G&amp;W in the amount of \$49,987 for 35kV switchgear for Dunham Road Substation.</p>							
<i>For office use only:</i>		<i>Agenda Item Number: 5.a</i>					

Bid tabulation Sub 7 switchgear				
Bidders	S&C	G&W	Trayer	S&C alternate
Price	\$50,624.00	<b>\$49,987.00</b>	No bid	\$44,916.00
Options	\$17,046.00	<b>Included</b>	N/A	\$17,046.00
Total cost	\$67,670.00	<b>\$49,987.00</b>		\$61,962.00

 <b>ST. CHARLES</b> <small>S I N C E 1 8 3 4</small>	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Recommendation to Approve Construction Service Agreement for South 19 <sup>th</sup> Street Watermain Improvements					
	Presenter:	James Bernahl					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services – 03.24.14			
	Planning & Development			City Council			
Estimated Cost:	\$111,895	Budgeted:	YES	X	NO		
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
<p>As part of the City's continued effort to improve the conveyance and reliability of the City's potable water supply the City will be replacing and improving a section of deteriorated and undersized watermain along S. 19<sup>th</sup> Avenue as part of overall watermain enhancement in this region the Public Works Engineering Division has designed in-house the upsizing and replacement of various six-inch watermain with a new ten-inch watermain. This project calls for the installation of a new ten-inch watermain to be connected to the twelve-inch watermain near the intersection of S. 19<sup>th</sup> Street and West Main Street. The new ten-inch watermain will be run from West Main Street south towards Walnut Avenue and then west towards an existing six-inch watermain. The installation of the new ten-inch watermain will allow for the abandonment of three section of six-inch watermain with one specifically located behind the McDonalds which is near this intersection. The installation of the new ten-inch watermain will improve capacity, fire pressure, and reliability in this region and will be installed with the replacement of other existing six-inch watermain in the region in mind.</p> <p>On March 13, 2014 at 10:00 AM, eight sealed bids for the South 19<sup>th</sup> Avenue Watermain Improvement Project were publicly opened and read aloud. The results of the bid opening are attached to this agenda item. Upon review of the bids provided the first two apparent low bidders did not meet the minimum contract qualifications for bidding and for that reason those bids were rejected. The next apparent qualified low bidder was Martam Construction who has performed work for the City in the past.</p>							
<b>Attachments:</b> <i>(please list)</i>							
Final Bid Tab							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
Recommendation to approve a Construction Service Agreement with Martam Construction for the South 19 <sup>th</sup> Street Watermain Improvements for a price not to exceed \$111,895.							
<i>For office use only:</i>		<i>Agenda Item Number: 5.b</i>					

**South 19th St. & Walnut Dr. Water Main Improvements  
BID TAB**

**City Construction Co.**  
4403 W. Lawrence  
Chicago, IL 60630

[illegible]

**BID TAB**

**Stark & Son**  
45W826 Rohrsen  
Hampshire, IL 60140-


**S & K Excavating &**  
**P.O. Box 655**  
**Newark, IL 60541**

**R.A. Mancini Inc.**  
481 Scotland  
Lakemoor, IL

**Fox Excavating,**  
1305 S. River  
Batavia, IL 60510-

[illegible]




	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Recommendation to Approve Change Order No. 1 for the Tyler Road Drainage Improvement Project					
	Presenter:	James Bernahl					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services – 03.24.14			
	Planning & Development			City Council			
	Public Hearing						
Estimated Cost:	\$42,893.67	Budgeted:	YES	X	NO		
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
<p>In November 2013, Martam Construction completed the Tyler Road Drainage Improvement project which is located near the crossing of Tyler Road and the former Union Pacific Railroad. This project included the installation of a new open drainage ditch with armored stabilization, site regarding, increased culvert, roadway replacement, and final restoration.</p> <p>During the construction activities, Martam Construction encountered unknown field conditions that required the need for additional work activities. These field conditions include such items as the removal of unknown abandoned foundations and vegetation from the former Redi-Mix facility and conflicts with existing City owned electrical and water infrastructure. Based on the limited bury cover depth for the new box-culvert, NICOR gas was also required to relocate an existing gas main. This gas main relocation, along with the conflicts noted above required the contractor to remove and replace a larger section of the roadway, curbing and sidewalk than was original anticipated.</p> <p>It should be noted the bid numbers received for this project were well below the original Engineers Estimate prepared by the consultant. For that reason, the inclusion of these additional costs to the original contract is still below the original budgeted amount for this project. Due to the required modifications to the contract and the unknown field conditions, staff recommends approval of Change Order No. 1 for an amount not to exceed \$42,893.67.</p>							
Attachments: <i>(please list)</i>							
Copy of Change Order documentation							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
Recommendation to Approve Change Order No. 1 for the Tyler Road Drainage Improvement Project.							
For office use only:		Agenda Item Number: 5.c					

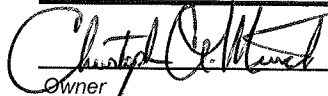
**City of St. Charles Public Works Engineering Division**


<b>CHANGE ORDER</b>													
<b>PROJECT:</b>	Tyler Road Drainage Improvement Project												
<b>CONTRACTOR:</b>	Martam Construction, Inc.												
<b>CONTRACT FOR:</b>	General Contractor												
<b>NO.</b>	1												
<b>DATE:</b>	3/5/2014												
<b>P.O. :</b>	<b>Budget Account :</b>												
<b>You are directed to make the following changes:</b>													
<b>DESCRIPTION:</b>	Additional pavement, curb and sidewalk quantities due to unforeseen circumstances in field. Gas main and electric duct bank conflict encountered in field during construction. Buried concrete & trees found on site that needed to be removed.												
<b>PURPOSE OF CHANGE:</b>	Increase contract amount.												
<b>ATTACHMENTS:</b>	Pay Request #2 - FINAL												
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%; text-align: center;">CHANGE IN CONTRACT PRICE</th> <th style="width:50%; text-align: center;">CHANGE IN CONTRACT TIME</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Original Contract price: \$543,698.55</td> <td style="padding: 5px;">Original Contract deadline:</td> </tr> <tr> <td style="padding: 5px;">Previous Change Orders: \$ -</td> <td style="padding: 5px;">Previous Change Orders:</td> </tr> <tr> <td style="padding: 5px;">Contract Price prior to this Change Order: \$ 543,698.55</td> <td style="padding: 5px;">Contract deadline prior to this Change Order:</td> </tr> <tr> <td style="padding: 5px;">Net Increase (Decrease) of this Change Order \$42,893.67</td> <td style="padding: 5px;">Net Increase (Decrease) of this Change Order:</td> </tr> <tr> <td style="padding: 5px;">Contract price with all approved Change Order: \$ 586,592.22</td> <td style="padding: 5px;">Contract deadline with all approved Change Order:</td> </tr> </tbody> </table>		CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME	Original Contract price: \$543,698.55	Original Contract deadline:	Previous Change Orders: \$ -	Previous Change Orders:	Contract Price prior to this Change Order: \$ 543,698.55	Contract deadline prior to this Change Order:	Net Increase (Decrease) of this Change Order \$42,893.67	Net Increase (Decrease) of this Change Order:	Contract price with all approved Change Order: \$ 586,592.22	Contract deadline with all approved Change Order:
CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME												
Original Contract price: \$543,698.55	Original Contract deadline:												
Previous Change Orders: \$ -	Previous Change Orders:												
Contract Price prior to this Change Order: \$ 543,698.55	Contract deadline prior to this Change Order:												
Net Increase (Decrease) of this Change Order \$42,893.67	Net Increase (Decrease) of this Change Order:												
Contract price with all approved Change Order: \$ 586,592.22	Contract deadline with all approved Change Order:												

**RECOMMENDED:**

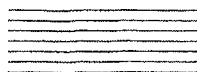
  
 Resident Engineer \_\_\_\_\_ Date \_\_\_\_\_

**APPROVED:**  3/11/14

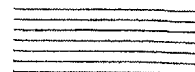
 Finance Director 03/12/14  
 Owner \_\_\_\_\_ Date \_\_\_\_\_

 MOWA - MARTAM 3/5/14  
 Contractor \_\_\_\_\_ Date \_\_\_\_\_

It is determined that the circumstances necessitating this change order were not foreseeable at the time the original contract was signed, the change order is germane to the original contract as signed, and the change order is in the best interest of the City and authorized by law.

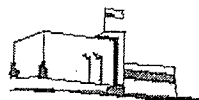


# MARTAM CONSTRUCTION, INC.



General Contractors & Engineers

INVOICE No.



11272

March 5, 2014

1200 Gasket Drive • Elgin, Illinois 60120

City of St. Charles  
2 East Main Street  
St. Charles, IL 60174

(847) 608-6800  
FAX (847) 608-6804

REMIT TO:	Martam Construction, Inc. 1200 Gasket Drive Elgin, IL 60120
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RE: Pay Estimate No.FINAL

Customer No.

City of St. Charles

Tyler Road Culvert Crossing & Drainage Channel

**MARTAM JOB #1034**

See attached invoice for billing details.

TOTAL COMPLETED TO DATE	\$	586,592.22
LESS 10% RETENTION	\$	-
LESS PREVIOUSLY BILLED	\$	(538,966.30)
TOTAL DUE	\$	47,625.91

As a condition of our financing agreement with several lending institutions, we are REQUIRED TO PLACE LIENS on all property covered by invoices unpaid sixty (60) days from the invoice date.

A Service Charge of 2% per month will be added to accounts over 30 days old. This is an annual Percentage Rate of 24%.

**Martam Construction, Inc.**  
 Tyler Road Culvert Crossing & Drainage Channel  
 City of St. Charles  
 Martam Job #1034

Pay Estimate No.FINAL  
 3/5/2014

**SCHEDULE OF PRICES - BASE BID**

PAY ITEM	DESCRIPTION	UNITS	UNIT PRICE	QUANTITY	Add/Delete	QUANTITY	TOTAL	CTD	TOTAL DUE
1	Mobilization	LS	\$20,000.00	1.00		1.00	\$20,000.00	1	\$20,000.00
2	Excavation Cut	CY	\$5.00	9005.00		9005.00	\$45,025.00	9005	\$45,025.00
3	Topsoil Import/Respread	CY	\$23.70	413.00		413.00	\$9,788.10	413	\$9,788.10
4	Silt Fence	LF	\$3.70	470.00		470.00	\$1,739.00	470	\$1,739.00
5	Temp Construction Entrance	EA	\$3,700.00	1.00		1.00	\$3,700.00	1	\$3,700.00
6	3" Aggregate	Tons	\$35.10	37.50		37.50	\$1,316.25	37.5	\$1,316.25
7	RipRap - Channel/RRS	Tons	\$55.95	2988.00		2988.00	\$167,178.60	2988	\$167,178.60
8	RipRap - Outlet RRS	Tons	\$71.75	236.00		236.00	\$16,933.00	236	\$16,933.00
9	Box Culvert 8'x5'	LF	\$706.00	140.00		140.00	\$98,840.00	140	\$98,840.00
10	Curb & Gutter R&R	LF	\$28.00	105.00	76.00	181.00	\$5,068.00	181	\$5,068.00
11	Sidewalk R & R	SF	\$8.00	448.00	287.00	735.00	\$5,880.00	735	\$5,880.00
12	Conc. Headwall - West	LS	\$34,000.00	1.00		1.00	\$34,000.00	1	\$34,000.00
13	Conc. Headwall - East	LS	\$24,600.00	1.00		1.00	\$24,600.00	1	\$24,600.00
14	Seed & Blanket	SY	\$3.10	2478.00	241.00	2719.00	\$8,428.90	2719	\$8,428.90
15	12" PVC SDR-21 Sanitary Sewer	LF	\$123.00	77.00		77.00	\$9,471.00	77	\$9,471.00
16	San MH-48" w/drop Connection	LS	\$5,230.00	1.00		1.00	\$5,230.00	1	\$5,230.00
17	12" RCP CL-III	LF	\$105.00	41.00		41.00	\$4,305.00	41	\$4,305.00
18	Abandon Plug Sewer	LS	\$5,050.00	1.00		1.00	\$5,050.00	1	\$5,050.00
19	Storm Manhole - 48"	EA	\$3,325.00	1.00		1.00	\$3,325.00	1	\$3,325.00
20	Traffic Control	LS	\$22,575.00	1.00		1.00	\$22,575.00	1	\$22,575.00
21	Pavement Removal	SY	\$30.65	252.00	131.50	383.50	\$11,754.28	383.5	\$11,754.28
22	Pavement Restoration	SY	\$165.00	252.00	131.50	383.50	\$63,277.50	383.5	\$63,277.50
23	Guardrail	LF	\$35.20	105.00		105.00	\$3,696.00	105	\$3,696.00
24	Water Main Conflict	LS	\$1.00	1.00		1.00	\$1.00	1	\$1.00
25	Handrail	LF	\$122.00	28.00	28.00	56.00	\$6,832.00	56	\$6,832.00
Extra	Break and Remove Concrete Slab	LS	\$0.00	0.00	1.00	1.00	\$7,835.23	1	\$7,835.23
Extra	Tree Removal	LS	\$0.00	0.00	1.00	1.00	\$743.36	1	\$743.36

Original Contract \$543,698.66  
 Change Orders \$42,893.66  
 New Contract \$586,592.22

TOTAL CTD \$ 586,592.22  
 LESS 10% RETENTION \$  
 LESS PREV PAID \$ (538,966.30)  
 AMOUNT DUE \$ 47,625.91

# MARTAM CONSTRUCTION, INC.

General Contractors & Engineers



PROJECT: NORTH 15TH ST. RECONSTRUCTION PHASE 2  
PLANS BY: CITY OF ST. CHARLES  
LOCATION: ST. CHARLES, IL  
COMPANY: CITY OF ST. CHARLES  
IN CARE OF: JAMES BERNAHL  
ADDRESS: TWO EAST MAIN ST.  
ST. CHARLES, IL 60174  
DATE: 11/22/13

EXTRA WORK ORDER  
DATED: 8/14/2013  
PHONE: 630-443-3709  
FAX: 630-762-6922

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	COST
	<b>TREE REMOVAL</b>	<b>1</b>	<b>LS</b>		
	CAT 328D	3	HR	\$ 117.11	\$ 351.33
	Markup on CAT 328D (15%)	1	LS	\$ 52.70	\$ 52.70
	Operator - ST	3	HR	\$ 113.11	\$ 339.33
<b>CHANGE ORDER TOTAL:</b>					<b>\$ 743.36</b>

Please feel free to contact us with any questions.

Wayne Wall  
(847) 366-6594

Craig Mandel  
(847) 774-2567

# MARTAM CONSTRUCTION, INC.

General Contractors & Engineers



PROJECT: TYLER ROAD CULVERT AND DRAINAGE  
 PLANS BY: COUNTY ENGINEERS INC.  
 LOCATION: ST. CHARLES, IL  
 COMPANY: CITY OF ST. CHARLES  
 IN CARE OF: JAMES BERNAHL  
 ADDRESS: TWO EAST MAIN ST.  
 ST. CHARLES, IL 60174  
 DATE: 11/22/13


EXTRA WORK ORDER  
 DATED: 8/20/2013  
 PHONE: 630-443-3709  
 FAX: 630-762-6922

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	COST
	<b>BREAK AND REMOVE CONCRETE SLAB</b>	<b>1</b>	<b>LS</b>		
	Kobelco SK210LC and Hydraulic Hammer Rental	1	LS	\$ 3,586.59	\$ 3,586.59
	Markup on Kobelco (15%)	1	LS	\$ 537.99	\$ 537.99
	John Deere 450C LC	3	HR	\$ 179.67	\$ 539.01
	Markup on Deere 450C (15%)	1	LS	\$ 80.85	\$ 80.85
	Semi and Trailer	8	HR	\$ 91.38	\$ 731.04
	Markup on Semi (15%)	1	LS	\$ 109.66	\$ 109.66
	Operator - ST	11	HR	\$ 113.11	\$ 1,244.21
	Operator - OT1		HR	\$ 189.19	\$ 189.19
	Laborer Foreman - OT	1	HR	\$ 159.25	\$ 159.25
	Teamster	8	HR	\$ 82.18	\$ 657.44
<b>CHANGE ORDER TOTAL:</b>					<b>\$ 7,835.23</b>

Please feel free to contact us with any questions.

Wayne Wall  
 (847) 366-6594

Craig Mandel  
 (847) 774-2567

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Recommendation to Approve Resolution for the 2014 MFT Street Rehabilitation Program					
	Presenter:	James Bernahl					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services – 03.24.14			
	Planning & Development			City Council			
	Public Hearing						
Estimated Cost:	\$1,000,000	Budgeted:	YES	X	NO		
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
<p>At the February 24, 2014 Government Services Committee Meeting, staff presented a list of those roadways recommended for rehabilitation as part of the 2014 Annual MFT Street Rehab Program. As part of the Illinois Department of Transportation (IDOT) contract submittal, the City will need to approve a resolution appropriating the expenditure of motor fuel tax dollars for the 2014 MFT Street Rehabilitation Program.</p> <p>Scheduled improvements will include pavement patching, curb and gutter removal and replacement, sidewalk removal and replacement, utility infrastructure repairs, placement of thermoplastic striping, and grinding and resurfacing of the various roadways.</p>							
<b>Attachments:</b> <i>(please list)</i>							
Copy of IDOT Form BLR 09111 “Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code”							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
Recommendation to approve the IDOT Resolution for the amount of \$1,000,000 to be used for the 2014 MFT Street Rehabilitation Project.							
<i>For office use only:</i>		<i>Agenda Item Number: 5.d</i>					



# Illinois Department of Transportation

## Resolution for Improvement by Municipality Under the Illinois Highway Code

BE IT RESOLVED, by the Mayor and City Council of the  
City St Charles of St Charles Illinois  
City, Town or Village Council or President and Board of Trustees

that the following described street(s) be improved under the Illinois Highway Code:

Name of Thoroughfare	Route	From	To
Various Locations			

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of Pavement patching, curb and gutter removal and replacement,  
Sidewalk removal and replacement, bituminous resurfacing, rehabilitation to public utility structure(s),  
and parkway restoration.

and shall be constructed  wide  
and be designated as Section 14-00102-00-PV

2. That there is hereby appropriated the (additional ☒ Yes ☐ No) sum of One Million  
and 00/100 Dollars ( \$1,000,000.00 ) for the  
improvement of said section from the municipality's allotment of Motor Fuel Tax funds.

3. That work shall be done by August 15, 2014 ; and,

Specify Contract or Day Labor

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit two certified copies of this resolution to the  
district office of the Department of Transportation.

Approved

Date

Department of Transportation

Regional Engineer

I, Nancy Garrison Clerk in and for the

City St Charles of St Charles

City, Town or Village

County of Kane , hereby certify the

foregoing to be a true, perfect and complete copy of a resolution adopted

by the Council

Council or President and Board of Trustees

at a meeting on April 7, 2014

Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this


7th day of April, 2014


(SEAL)

City, Town, or Village Clerk



	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Presentation of Final Landscape Architectural Exhibits for Proposed Municipal Parking Lot Rehabilitation Project					
	Presenter:	James Bernahl					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services – 03.24.14			
	Planning & Development			City Council			
	Public Hearing						
Estimated Cost:	\$0	Budgeted:	YES	X	NO		
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
<p>As a follow-up from the February 24, 2014 Government Services Committee Meeting staff is returning this month with the Landscape Architect, James Gamble, President of Land Design Collaborative, Inc. to present the final landscape architectural exhibits.</p>							
<b>Attachments:</b> <i>(please list)</i>							
None							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
<p>Staff is seeking input and approval from the Government Services Committee on the final landscape design for the Municipal Rehabilitation Project.</p>							
<i>For office use only:</i>		<i>Agenda Item Number: 5.e</i>					

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Presentation of Sweeping Program – For Information Only					
	Presenter:	Chris Adesso					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services			03.24.2014
	Planning & Development			City Council			
	Public Hearing						
Estimated Cost:	N/A	Budgeted:	YES	X	NO		
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
<p>The City of St. Charles Public Works Department provides street sweeping services to the community. This public policy translates into good sound environmental practice by removing grit and foreign contaminants from the roadways and preventing that material from entering the watershed. In addition, street sweeping removes materials from the roadways that may otherwise create unsafe conditions and traffic accidents. Most public streets will be swept by a contractor while Public Works staff concentrates on downtown roads, special events and construction sweeping activities.</p> <p>In 2012, City staff solicited vendors to assist with Street Sweeping Services. K. Hoving was approved for a 3-year contract of which this will be the third year of their agreement. The following is the tentative schedule for the sweeping of streets this year.</p> <p>March 24  May 6  June 23  August 11  September 22  October 27  November 10  November 24</p>							
<b>Attachments:</b> <i>(please list)</i>							
None							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
For Information Only.							
<i>For office use only:</i>		<i>Agenda Item Number: 5.f</i>					

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Recommendation to Waive the Formal Bid Process, Approve a Budget Addition in the amount of 170,000 and Approve a Proposal from Layne Christensen for City Hall Well #3 Preventative Maintenance					
	Presenter:	John Lamb					
Please check appropriate box:							
	Government Operations		X	Government Services 03.24.14			
	Planning & Development			City Council			
	Public Hearing						
Estimated Cost:	\$161,440	Budgeted:	YES	X	NO		
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
<p>Preventative maintenance is scheduled and completed every seven years on the water wells to minimize the possibilities of untimely emergency repairs. The work involves the removal of equipment and the anticipated repairs to restore the components. This includes the pump, motor and submersible cable.</p> <p>The proposed 2014 budget includes \$170,000 for this work on Well #3, located at City Hall between the building and the parking lot. Due to construction being scheduled on the municipal parking lot this summer, staff proposes initiating the well maintenance in April so it will be completed prior to the parking lot construction. Therefore, staff is requesting a budget addition of \$170,000 for this fiscal year and the funds will be removed from the proposed 2014 budget.</p> <p>Staff requests waiving of bidding process for the reason that Layne Western has performed all prior work on this well and others in the City. The contractor is familiar with the well site, equipment and system.</p>							
<b>Attachments:</b> (please list)							
Proposal from Layne Western Bid Waiver Form							
<b>Recommendation / Suggested Action</b> (briefly explain):							
Recommendation to Waive the Formal Bid Process, Approve a Budget Addition in the amount of 170,000 and Approve a Proposal from Layne Christensen for City Hall Well #3 Preventative Maintenance.							
For office use only:		Agenda Item Number: 5.g					



February 19, 2014

Mr. Paul Marschinke  
Water Division Manager  
City of St. Charles  
2 E. Main Street  
St. Charles, IL 60174-1984

Re: Well #3

Mr. Marschinke:

Thank you for your time today to discuss Well #3 pump maintenance repair. Per your request, I am pleased to present this scope of work and budget estimate.

If contracted, Layne will perform the work on a time and material basis per the attached Work Order Form and will follow the terms and conditions of our Professional Services Agreement (PSA) with the City. The attached Work Order Form lists Layne's standard published rates. The estimates in this letter include the PSA stipulated 5% deduct applied toward labor and 10% deduct applied toward special services.

The Byron Jackson Type H submersible motor, as is currently installed in Well #3, is considered the preeminent motor in northern Illinois for reliability and dependability in high capacity, deep sandstone well applications such as Well #3. Per recent Illinois legislation, the Type H motor can no longer be sold or distributed in Illinois. Type H motors that are in operation can, however, receive a standard service by a **certified Byron Jackson technician** and returned to effective service function.

All operations involving motor bowl separation and motor/bowl shipping preparation will be performed within Layne's motor containment vessel and off well.

We recommend that the Scope of Work include:

- Mobilize and remove pump, rack pump components onsite, measure well.
- Perform a visual inspection of pump components on site.
- Load and bring pump components to Layne's Aurora yard, as required, for component clean up, disassembly, and inspection.
- Conduct a television survey of the well.
- Perform a standard field Byron Jackson motor service.
- Disassemble, clean, inspect, and rebuild bowl assembly.
- Hypot test cable.
- Contingency to cut and rethread 28 lengths of 8" T&C Line Pipe.
- Contingency to sandblast and coat entire string of 8" T&C Line Pipe.

- Contingency to replace 100' of 8" T&C coated Line Pipe.
- Contingency to replace ten 8" Line Pipe couplings.
- Replace two 8" surge control valves.
- Contingency to replace 825' of 350 MCM submersible cable.
- Contingency to replace flat cable motor link.
- Consumables (airline, stainless banding, splice kits, etc.).
- Load and bring pump components to well site.
- Reinstall pump.
- Conduct a two hour test to waste (within 100' of well head).
- Demobilize
- Contingency to perform two "super chlorination" treatments.

The Scope of Work estimate breaks down as follows:

1. Mobilize, remove pump, measure well, perform visual inspection of pump components on site	\$16,000
2. Load and bring pump components to Layne's Aurora yard, as required, for component clean up, disassembly, and inspection	6,500
3. Televis Well	1,170
4. Standard Byron Jackson field motor service	5,000
5. Disassemble, inspect, rebuild bowl assembly	15,000
6. Hypot test cable	675
7. Cut and rethread 28 lengths of 8" Line Pipe	4,500
8. Sandblast and coat entire string (796') of 8" Line Pipe	20,000
9. Replace 100' of 8" T&C coated Line Pipe	6,700
10. Replace ten 8" Line Pipe couplings	1,870
11. Replace two 8" surge control valves	2,400
12. Replace 825' of 350 MCM submersible cable	37,125
13. Replace flat cable motor link	7,000
14. Consumables (airline, stainless banding, splice kits, etc.)	1,000
15. Load and bring pump components to well site	6,500
16. Reinstall pump, conduct capacity test to waste, demobilize	22,000
17. Perform two super chlorination treatments on well	<u>8,000</u>

Budget estimate for Scope of Work

\$161,440

A copy of the PSA Task Order is included that reflect this scope and references the estimates in this cover letter.

With no obligation to the City, we will monitor our schedule to provide the optimal crew and equipment to mobilize to the site as close to post April 1 as possible.



Thank you for the opportunity to present this information. If you have any questions, or if we may be of any service, please do not hesitate to contact me. I look forward to working with a well that is approaching its 100<sup>th</sup> birthday.

Layne Christensen Company

A handwritten signature in black ink, appearing to read 'WMBalluff', written in a cursive style.

William Balluff, P.E.  
Account Manager



### **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:

Layne Christensen Company  
721 W. Illinois Avenue  
Aurora, IL 60506

For the purchase of: Service for preventative maintenance and repair of Well #3 at an estimated cost of: \$161,440.00

Reason for the request to waive the bid procedure: Layne Christensen has performed all prior work on this well and others in the City. Contractor familiar with well site, equipment and system.

Other Quotations Received: None

Date: 3/10/2014

Requested by: John Lamb

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

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.**



## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve Advanced Disposal Proposal for 2014 Spring Clean Up and Proposed Dates
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Presenter:	John Lamb
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*Please check appropriate box:*

	Government Operations	X	Government Services 03.24.14
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$90,000.00	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

### Executive Summary:

Included in the proposed 2014 budget is \$100,000 for conducting a Spring Clean Up event this May. Attached is a proposal from Advanced Disposal for this service. The proposed amount is \$90,000 for up to 300 tons of material and \$50.00 per ton for every ton over the 300. The last official Spring Clean Up was in 2012. There was approximately 200 tons of debris collected that year.

The proposed dates are Saturday May 3 and Saturday May 17. Notice to residents will go out in a press release and will also be placed on the City website.

Staff is requesting approval of the proposal and the dates.

### Attachments: *(please list)*

Advanced Disposal Proposal

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

Recommendation to approve Advanced Disposal proposal for Spring Clean Up in the amount of \$90,000.00 for 300 tons and \$50/ton over 300 tons and a Resolution authorizing the Mayor and Clerk to execute on behalf of the City of St. Charles.

*For office use only:*

*Agenda Item Number: 5.h*





March 13, 2014

Mr. John Lamb  
City of St Charles

Dear John,


Advanced Disposal Services will be happy to provide service for the 2014 Spring Clean Up. We will divide the pick up into two dates. Clean up on the East side will be done on Saturday May 3<sup>rd</sup> & the West side will be done on Saturday May 17<sup>th</sup>.

The clean up in 2009 generated just under 300 tons of material and the 2012 clean up generated 208 tons of material. Since there was not a clean up in 2013 you should expect an increase in volume. For 2014 we are offering a flat rate of \$90,000 for 300 tons of material. If we collect more than 300 tons, we will bill the city at \$50 per ton.

We can discuss the parameters of the debris and other specifics once a decision has been made.

Thank you for the opportunity,

Elyse Kowal  
Advanced Disposal Services

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>																	
	Title:	Recommendation to approve the Tri-City Ambulance Association Budget in the capacity as Lead Agency for Tri-City Ambulance																
	Presenter:	Fire Chief Joe Schelstreet																
<i>Please check appropriate box:</i>																		
	Government Operations	X	Government Services 03.24.14															
	Planning & Development		City Council															
Estimated Cost:	\$4,166,460.00	Budgeted:	YES	X	NO													
If NO, please explain how item will be funded:																		
<b>Executive Summary:</b>																		
<p>On March 8, 2013, The Tri-City Ambulance Board of Directors approved the operating budget for Fiscal Year 2013/2014. The budget projects total expenditures of \$4,166,460 to be offset by approximately \$3,193,445 in revenue as well as contributions from member agencies.</p> <table border="0" style="width: 100%;"> <tr> <td>City of St. Charles</td> <td>\$340,555.00</td> <td>City of Batavia</td> <td>\$340,555.00</td> </tr> <tr> <td>City of Geneva</td> <td>\$262,714.00</td> <td>Batavia FPD</td> <td>\$21,893.00</td> </tr> <tr> <td>Geneva Township</td> <td>\$7,298.00</td> <td></td> <td></td> </tr> </table>							City of St. Charles	\$340,555.00	City of Batavia	\$340,555.00	City of Geneva	\$262,714.00	Batavia FPD	\$21,893.00	Geneva Township	\$7,298.00		
City of St. Charles	\$340,555.00	City of Batavia	\$340,555.00															
City of Geneva	\$262,714.00	Batavia FPD	\$21,893.00															
Geneva Township	\$7,298.00																	
<b>Attachments:</b> <i>(please list)</i>																		
FY 14/15 Tri-City Ambulance Association Budget Tri-City Ambulance Resolution 2014-01																		
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>																		
Recommendation to approve the Tri-City Ambulance Association Budget in the capacity as lead agency for Tri-City Ambulance.																		
<i>For office use only:</i>		<i>Agenda Item Number: 6.a</i>																

## Proposed Tri City Ambulance Budget for FY 14/15

Account	Description	2013/2014	2014/2015	Change %
1311	Travel Expense	\$ 1,200	\$ 5,300	342%
1312	Training Fees, Tuition	\$ 600	\$ 4,000	567%
2102	Office Supplies	\$ 282	\$ 282	0%
2109	Software	\$ 1,545	\$ 1,545	0%
2116	Chemicals	\$ 274	\$ 274	0%
2125	Gas, Oil, Antifreeze	\$ 37,683	\$ 38,813	3%
2142	Regulatory Supplies	\$ 282	\$ 282	0%
2161	Small Equipment & Hardware	\$ 14,582	\$ 15,019	3%
2172	Medical Supplies	\$ 15,038	\$ 18,500	23%
2181	Parts, Fittings-Motor Vehicles	\$ 14,639	\$ 15,078	3%
2182	Parts, Fittings-Other Equipment	\$ 2,152	\$ 2,217	3%
2199	Supplies, Not Classified	\$ 281	\$ 281	0%
	<b>Commodities</b>	<b>\$ 88,558</b>	<b>\$ 101,592</b>	<b>15%</b>
2205	Collection Services	\$ 14,260	\$ 15,700	10%
2206	Legal	\$ 3,605	\$ 3,900	8%
2231	Professional Service	\$ 120,000	\$ 157,066	31%
2233	Maintenance Auto Equipment	\$ 36,050	\$ 37,132	3%
2239	Maintenance-Other Equipment	\$ 11,773	\$ 12,126	3%
2242	Tri-Com	\$ 128,500	\$ 132,355	3%
2247	Monthly Cell Phone Expense	\$ 8,909	\$ 11,310	27%
2255	Postage & Freight	\$ 1,126	\$ 1,126	0%
2277	Rentals	\$ -	\$ -	
2281	Printing and Binding	\$ 1,327	\$ 1,400	6%
2299	Contractual Field Personnel	\$ 2,430,334	\$ 2,405,273	-1%
	Administrator		\$ 49,275	
	<b>Contractual</b>	<b>\$ 2,755,884</b>	<b>\$ 2,826,663</b>	<b>3%</b>
	<b>write off assumption</b>			
2902	Inventory - Carrying Charge			
2903	Bad Debt-Geneva	\$ 122,500	\$ 120,906	-1%
2904	Medicare: Medicaid W/O -Gen	\$ 86,750	\$ 89,353	3%
2905	Bad Debt- Batavia	\$ 242,952	\$ 266,020	9%
2906	Medicare: Medicaid W/O -Bat	\$ 190,556	\$ 197,843	4%
2931	Inventory- Overhead	\$ -	\$ -	
2951	Bad Debt-St. Charles	\$ 293,386	\$ 292,425	0%
2952	Medicare: Medicaid W/O St.C	\$ 207,234	\$ 211,659	2%
	<b>Misc. Expense</b>	<b>\$ 1,143,378</b>	<b>\$ 1,178,206</b>	<b>3%</b>
3137	Data Processing Equipment			
3199	Capital Expense N/C	\$ 60,000	\$ 60,000	0%
3518	Ambulance Replacement	\$ 245,000	\$ -	-100%
	<b>Capital</b>	<b>\$ 305,000</b>	<b>\$ 60,000</b>	<b>-80%</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 4,292,820</b>	<b>\$ 4,166,460</b>	<b>-3%</b>
	<b>Revenue increase assumption</b>			
342 16	Ambulance Service - St. Charles	\$ 1,268,166	\$ 1,386,738	9%
342 17	Ambulance Service - Geneva	\$ 566,458	\$ 617,330	9%
342 18	Ambulance Service - Batavia	\$ 1,049,188	\$ 1,141,842	9%
		<b>\$ 2,883,812</b>	<b>\$ 3,145,910</b>	<b>9%</b>
	<b>Recovery assumption</b>			
369 01	Recovery of Bad Debts St. Chas.	\$ 23,357	\$ 23,357	0%
369 05	Recovery of Bad Debts Geneva	\$ 10,032	\$ 10,032	0%
369 06	Recovery of Bad Debts Batavia	\$ 14,146	\$ 14,146	0%
369 40	Finance Charges			
369 99	Interest			
	<b>TOTAL RECOVERY ASSUMPTION</b>	<b>\$ 47,535</b>	<b>\$ 47,535</b>	<b>0%</b>
	<b>TOTAL REVENUE</b>	<b>\$ 2,931,347</b>	<b>\$ 3,193,445</b>	<b>9%</b>
	<b>DUE FROM PARTICIPATING MEMBERS</b>	<b>\$ 1,361,473</b>	<b>\$ 973,015</b>	<b>-29%</b>
	<b>SPEND DOWN FROM RESERVE</b>	<b>\$ 375,000</b>		
		<b>\$ 986,473</b>	<b>\$ 973,015</b>	<b>-1.4%</b>
	<b>Change</b>		<b>\$ (13,458)</b>	

## TCA **PROPOSED** CONTRIBUTIONS FY 14/15

### PROJECTED CONTRIBUTION FY 14/15

<u>Agency</u>	<u>%</u>	<u>Assessment</u>		<u>Change from FY 13/14</u>
Batavia	0.35	\$ 340,555	\$	(4,710)
St. Charles	0.35	\$ 340,555	\$	(4,710)
Geneva	0.27	\$ 262,714	\$	(3,634)
Geneva Township	0.0075	\$ 7,298	\$	(101)
Batavia FPD	0.0225	\$ 21,893	\$	(303)
	1	\$ 973,015	\$	(13,458)

### CONTRIBUTION FY 13/14

<u>Agency</u>	<u>%</u>	<u>Assessment</u>
Batavia	0.35	\$ 345,266
St. Charles	0.35	\$ 345,266
Geneva	0.27	\$ 266,348
Geneva Township	0.0075	\$ 7,399
Batavia FPD	0.0225	\$ 22,196
	1	\$ 986,473

# **Tri-City Ambulance**

## **Resolution No. 2014-1**

**A Resolution Of Tri-City Ambulance Service Board Of Directors  
Authorizing The City Of St. Charles, As Lead Agency For Tri-City, To  
Include The Approved Operating Budget For The Period Of May 1,  
2014 Through April 30, 2015 In The St. Charles Municipal Budget For  
And On Behalf Of Tri-City Ambulance Service.**

**Presented & Passed by the  
Tri-City Ambulance Board of Directors on \_\_\_\_\_**

WHEREAS, Tri-City Ambulance Service (hereinafter Tri-City), formed by intergovernmental agreement dated May 14, 1985, has a duly selected Board of Directors charged with the review and approval of an annual operating budget, and;

WHEREAS, the Board of Directors has reviewed and approved the operating budget for the period of May 1, 2014 through April 30, 2015 in the manner set forth in the intergovernmental agreement dated May 14, 1985, and;

WHEREAS, a copy of said budget document is attached hereto and a made a part hereof, and;

WHEREAS, the City of St. Charles is Lead Agency and must, as Lead Agency for Tri-City, include said budget document as part of the municipal budget for the City of St. Charles for the same period;


NOW THEREFORE BE IT RESOLVED, by the Board of Directors of Tri-City Ambulance Service that the City of St. Charles, as Lead Agency, is authorized and directed to include the approved budget document for the period of May 1, 2014 through April 30, 2015 within the municipal budget of the City of St. Charles, Kane and DuPage Counties, Illinois, for and on behalf of Tri-City.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

BY: \_\_\_\_\_  
Chairman

ATTEST: \_\_\_\_\_  
Secretary

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

 <p><b>ST. CHARLES</b> S I N C E 1 8 3 4</p>	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>							
	Title:	Recommendation to Approve a Resolution Authorizing the City Of St. Charles, as Lead Agency, to Execute an Agreement between Tri-City Ambulance and Paramedic Services of Illinois, Inc. for Paramedic Services on Behalf Of Tri-City Ambulance Service						
	Presenter:	Fire Chief Joe Schelstreet						
Please check appropriate box:								
	Government Operations	X	Government Services 03.24.14					
	Planning & Development		City Council					
Estimated Cost:	\$2,405,273.00	Budgeted:	YES	X	NO			
If NO, please explain how item will be funded:								
<b>Executive Summary:</b>								
<p>On March 14, 2014, the Tri-City Ambulance Service Board of Directors approved Resolution 2014-02 authorizing the City of St. Charles, as lead agency, to enter into a service contract with Paramedic Services of Illinois, Inc. to provide paramedic services for Fiscal Year 2014/2015. The current five-year contract for paramedic staffing which was approved on March 9, 2012 provides an annual renewal option with an increase of 1 % for a total of \$2,405,273.00.</p>								
<b>Attachments:</b> (please list)								
Tri-City Ambulance Resolution 2014-02								
<b>Recommendation / Suggested Action</b> (briefly explain):								
<p>Recommendation to approve a Resolution Authorizing The City Of St. Charles, As Lead Agency, to Execute an Agreement between Tri-City Ambulance and Paramedic Services of Illinois, Inc. for Paramedic Services On Behalf Of Tri-City Ambulance Service.</p>								
For office use only:		Agenda Item Number: 6.b						

# **Tri-City Ambulance**

## **Resolution No. 2014-02**

### **A Resolution of Tri-City Ambulance Service Board of Directors Authorizing The City of St. Charles, As Lead Agency for Tri-City, To Execute an Agreement for Paramedic Services, for and on Behalf of Tri- City Ambulance Service.**

**Presented & Passed by the  
Tri-City Ambulance Board of Directors on \_\_\_\_\_**

WHEREAS, Tri-City Ambulance Service (hereinafter Tri-City), formed by intergovernmental agreement dated May 14, 1985, has a duly selected Board of Directors, and;

WHEREAS, Tri-City finds that an Agreement for Paramedic Services with Paramedic Services of Illinois, Inc., an Illinois corporation, is in the best interests of Tri-City, and;

WHEREAS, Tri-City has successfully negotiated an agreement with Paramedic Services of Illinois, Inc. that includes an annual renewal clause for the life of the agreement (copy attached);

NOW BE IT THEREFORE RESOLVED, by the Board of Directors of Tri-City Ambulance Service that the City of St. Charles, as lead agency for Tri-City, is hereby authorized to execute the first renewal of said Agreement for Paramedic Services between Tri-City and Paramedic Services of Illinois, Inc., an Illinois corporation, for the period of May 1, 2014 through April 30, 2015 with the increase as outlined in the renewal schedule pursuant to the budgeting approved therefore by Tri-City.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

BY: \_\_\_\_\_  
Chairman

ATTEST: \_\_\_\_\_  
Secretary

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_