

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

**MONDAY, JUNE 23, 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.** Presentation of Bob Leonard Walk-a-Thon – Information only.

**4. POLICE DEPARTMENT**

- a.** Recommendation to approve Street and Parking Lot Closures and Use of Amplification Equipment for the 2014 Scarecrow Festival.
- b.** Recommendation to approve a Class E-2 Liquor License and Use of Amplification Equipment on August 16 – 17, 2014 for the Festival of the Horse & Drum at the Kane County Fairgrounds.
- c.** Recommendation to approve Use of Amplification Equipment and Road Closure on October 19, 2014 for the Rhythm on the River.

**5. PUBLIC WORKS DEPARTMENT**

- a.** Recommendation to approve Construction Services Agreement for the Municipal Parking Lot Construction.
- b.** Recommendation to approve Contract with American Roofing & Repair for Fire Station #3 Roofing Project.
- c.** Recommendation to approve Agreement to make Repairs to Fishing Platform.
- d.** Recommendation to approve Purchase Order with Delta Star for City Hall Substation Transformer.

**6. FIRE DEPARTMENT**


- a.** Recommendation to approve an Ordinance Amending Title 2 “Administration and Personnel,” Chapter 2.36 “Emergency Management Agency”.

**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 06.23.14									
	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>													
May 2014 Outage Report.													
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>													
For information only.													
For office use only:		Agenda Item Number: 3.a											

City of St. Charles  
May 2014 Outages

OUTAGE No.	DATE	TIME OFF	TIME ON (Min)	AREA AFFECTED	CIRCUIT No.	CAUSE	NO. OF CUST.	OUTAGE MINUTES	MAJOR CATEGORY	SUB CATEGORY
1	5/7/2014	5:15 PM	135	1180 Persimmon Dr.	112	Underground; service cable failure	2	270	Equipment	Service
2	5/8/2014	4:58 PM	0	SE side of town	11167	ComEd momentary during storm event, ComEd confirmed customer owned transformer at Fermi failed	629	0	ComEd	L11167
3	5/8/2014	5:51 PM	0	SE side of town	11167	ComEd momentary during storm event, ComEd confirmed customer owned transformer at Fermi failed	629	0	ComEd	L11167
4	5/12/2014	7:20 PM	70	905 Manley Rd.	224	Underground; service cable failure	1	70	Equipment	Service
5	5/13/2014	1:15 AM	75	416 N. Tyler Rd.	514	Customer; system problem	1	75	Others	Customr Equipment Failure
6	5/14/2014	7:45 PM	75	272 Sedgewick Cir.	224	Customer; system problem	1	75	Others	Customr Equipment Failure
7	5/15/2014	6:00 PM	135	600 Industrial Dr. (Old Food Pantry)	514	Scheduled; customer request to replace XFMR	1	135	Others	Customr Equipment Failure
7	5/15/2014	7:55 PM	0	600 Industrial Dr. (Old Food Pantry)	514	Customer owned overhead; transformer failure, caused momentary outage	294	0	Others	Customr Equipment Failure
8	5/19/2014	1:00 PM	0	Oakhill Ct.	224	Scheduled; customer request switch loops	4	0	Scheduled	Customer
9	5/19/2014	1:15 PM	0	Elm Tree Ct.	224	Scheduled; customer request switch loops	8	0	Scheduled	Customer
10	5/20/2014	6:13 PM	63	City Hall, Police Department	7962	ComEd Line lost L7962 - Partial restoration using City switching ties	10	630	ComEd	L7962
10	5/20/2014	6:13 PM	70	SE Quadrant, NE Quadrant to Q Center	7962	ComEd Line lost L7962 - Partial restoration using City switching ties	897	62,790	ComEd	L7962
10	5/20/2014	6:13 PM	79	SW Quadrant, 1st St.	7962	ComEd Line lost L7962 - Partial restoration using City switching ties	958	75,682	ComEd	L7962
10	5/20/2014	6:13 PM	82	SW Quadrant, 1st St.	7962	ComEd Line lost L7962 - Partial restoration using City switching ties	350	28,700	ComEd	L7962
10	5/20/2014	6:13 PM	106	W. of River, North H.S. & surrounding area	7962	ComEd Line lost L7962 - Partial restoration using City switching ties	239	25,334	ComEd	L7962
10	5/20/2014	6:13 PM	108	E. of River, Woods of Fox Glen & Persimmon	7962	ComEd Line lost L7962 - Partial restoration using City switching ties	220	23,760	ComEd	L7962

City of St. Charles  
May 2014 Outages[illegible]

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Presentation of the Bob Leonard Walk-a-Thon – Information only					
	Presenter:	Interim Chief Huffman					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services 06.23.14			
	Planning & Development			City Council			
	Public Hearing						
Estimated Cost:	PD:\$340.48 PW:\$663.62 <b>Total: \$1,004.10</b>	Budgeted:	YES		NO		
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
<p>This special event application was received on May 16, 2014.</p> <p>This event is in its 8<sup>th</sup> year and is a very well-known and established event. Approval by Committee or Council is not needed as no City services are required for this event; however, the Special Events Committee wanted to communicate the details of this event on a “for your information” basis so all are properly informed of what will take place this year.</p> <p>New this year, a 10K is being added to the event, as well as food vendors and a canine companion event.</p> <p>The event sponsor will be sending out an informational letter, as in past years, to residents of the Timbers subdivision, as well as other residents and businesses affected by this route, informing them of this event. Consideration will also be given to residents in the area while amplification is in use.</p>							
<b>Attachments:</b> <i>(please list)</i>							
Diagrams (2)							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
Information purposes only.							
<i>For office use only:</i>		<i>Agenda Item Number: 3.b</i>					



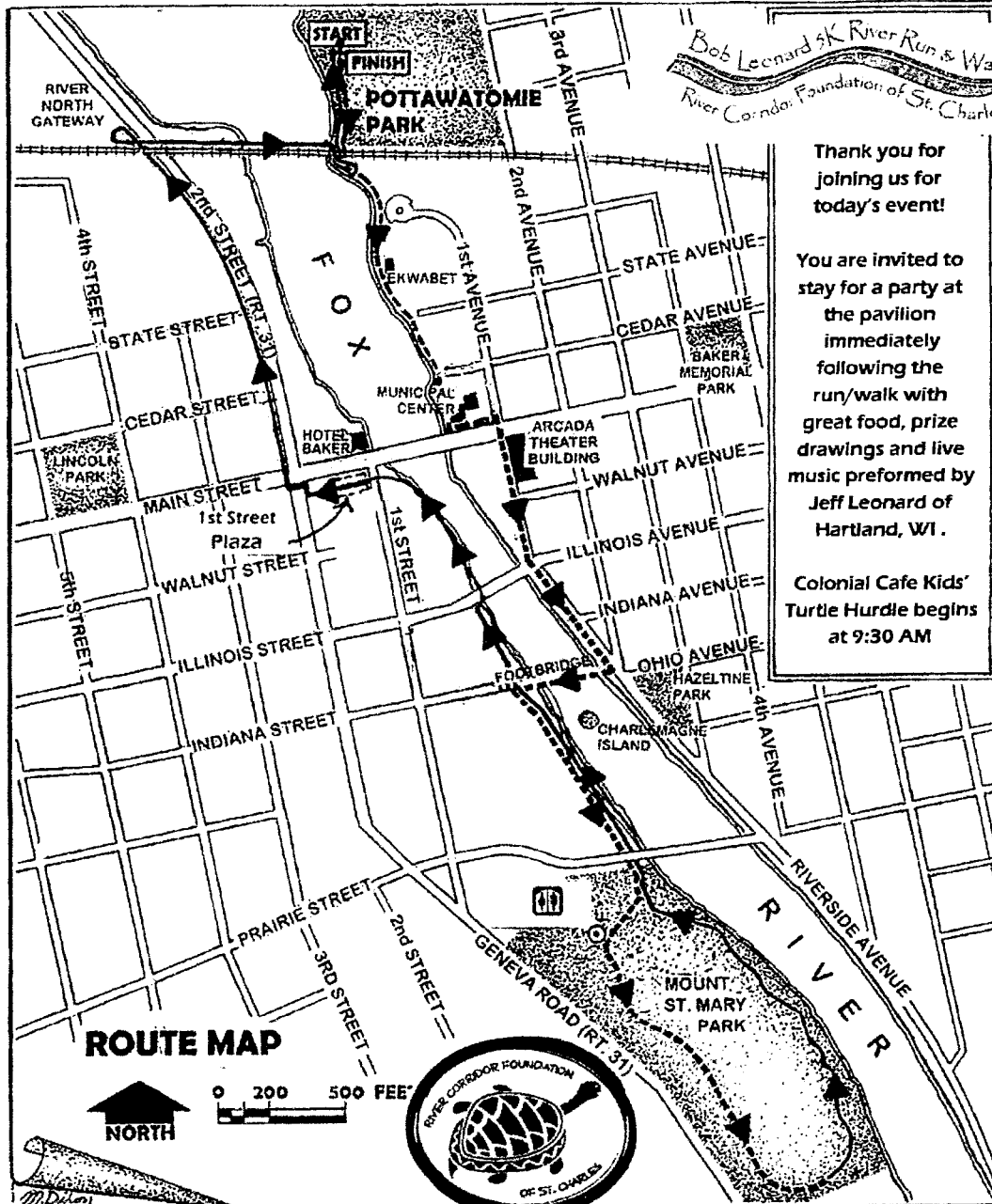
# COURSE MAP (Run)





# BOB LEONARD WALK-A-THON

POTTAWATOMIE PARK IN ST. CHARLES, ILLINOIS



Bob Leonard 5K River Run & Walk  
River Corridor Foundation of St. Charles

Thank you for  
joining us for  
today's event!

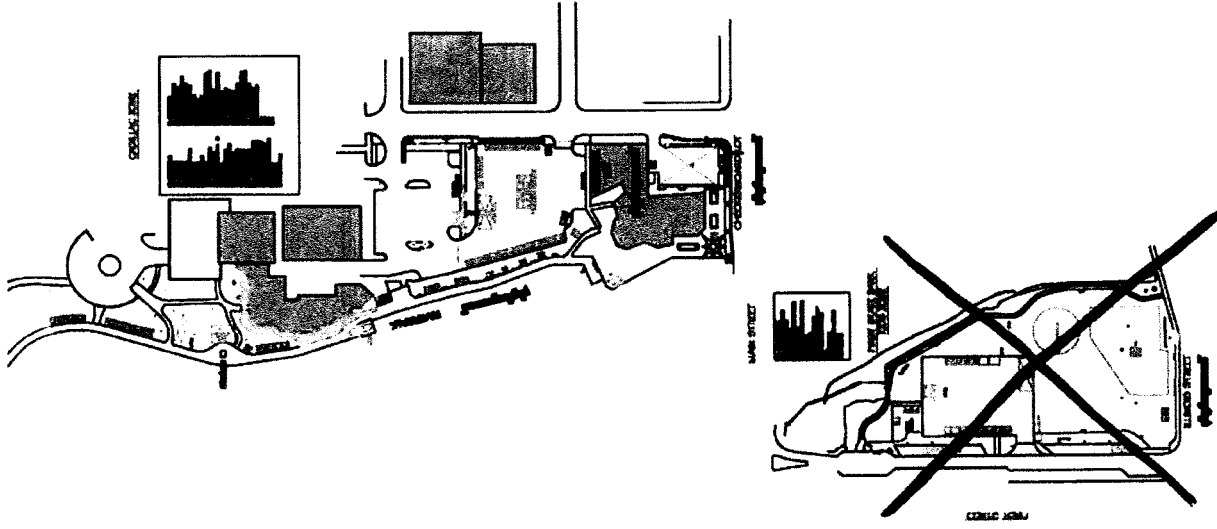
You are invited to  
stay for a party at  
the pavilion  
immediately  
following the  
run/walk with  
great food, prize  
drawings and live  
music performed by  
Jeff Leonard of  
Hartland, WI.

Colonial Cafe Kids'  
Turtle Hurdle begins  
at 9:30 AM

SATURDAY, AUGUST 10, 2013 @ 8:05 AM / POTTAWATOMIE PARK GRAND PAVILION



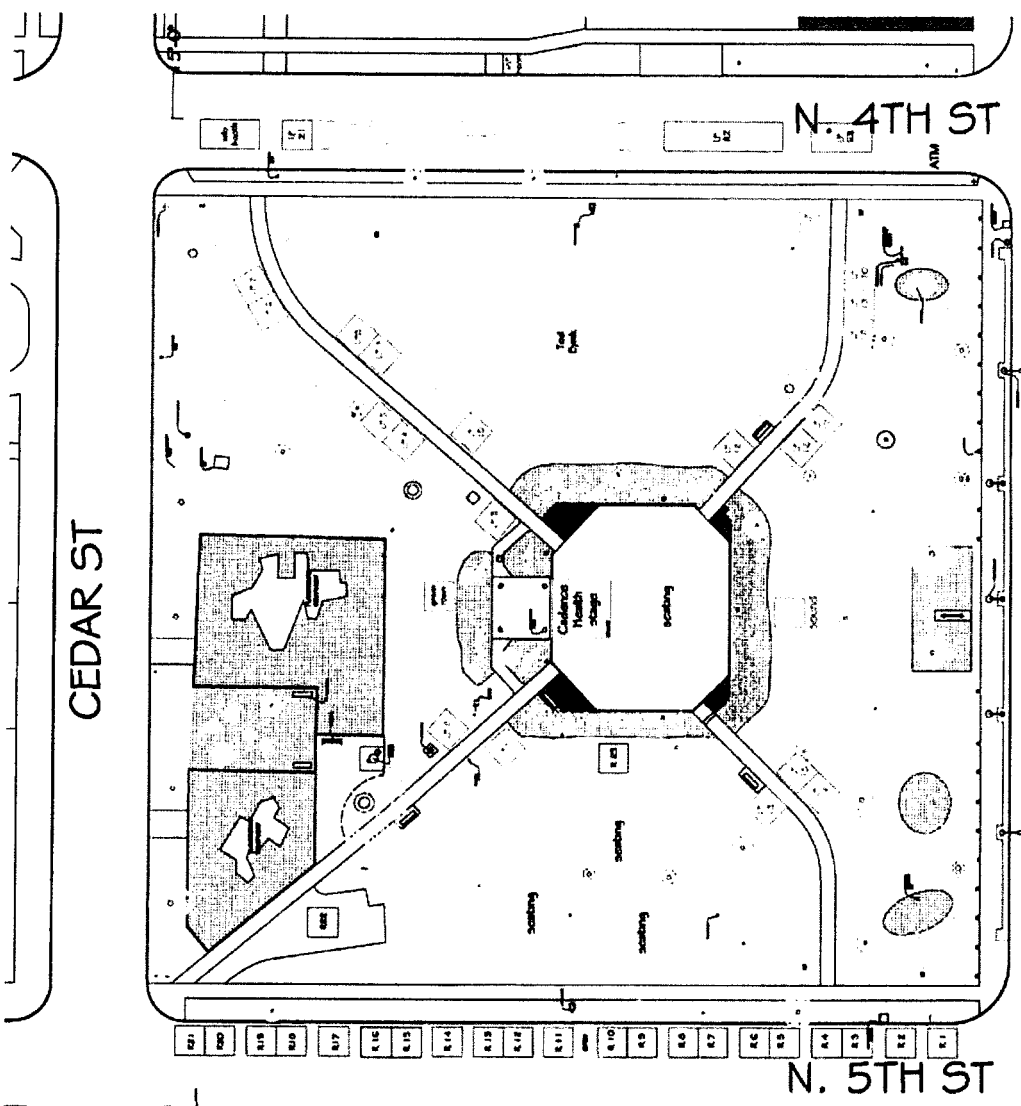
	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Recommendation to approve Street and Parking Lot Closures and Use of Amplification Equipment for the 2014 Scarecrow Festival					
	Presenter:	Interim Chief Huffman					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services 06.23.14			
	Planning & Development			City Council			
	Public Hearing						
Estimated Cost:	Police: \$12,372.80 Fire & EMA: \$2,476.00 PW: \$12,421.22 <b>Total: \$27,270.02</b>	Budgeted:	YES	X	NO		
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
<p>This special event application was submitted on May 2, 2014.</p> <p>The 2014 Scarecrow Festival will be held on October 10-12, 2014. The event remains sponsored by the St. Charles Convention and Visitors Bureau, with the coordination being handled through Ravenswood Event Services. Both have made application through the special events process and met with the city's special events committee.</p> <p>Attached are the requested day/dates for parking lot and street closures. With parking on Cedar Street being restricted, special arrangements have been agreed on to retain access to Johnson's Statuary by way of 4<sup>th</sup> Street.</p> <p>In addition, they are requesting permission to use directional signage on the public parkway and use of sound amplification during the event. The Police Department requests authorization to modify the planned use area where it is operationally necessary.</p>							
<b>Attachments:</b> <i>(please list)</i>							
Property Layout Maps for Scarecrow Festival (4) Street Closure Requests							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
Recommendation to approve Street and Parking Lot Closures and Use of Amplification Equipment for the 2014 Scarecrow Festival.							
<i>For office use only:</i>		<i>Agenda Item Number: 4.a</i>					



# t. Charles Scarecrow Fest 2013

att: 10/04/13

NTS



CEDAR ST

N. 4TH ST

N. 5TH ST

- |                             |                                     |
|-----------------------------|-------------------------------------|
| R1 - SPRINT (s)             | LP1 - PUTNAM ENTERPRISES (s)        |
| R2 - CARRY BROS (s)         | LP2 - PISCANANT RUN RESORT (s)      |
| R3 - CREATIVE COOKING (s)   | LP3 - CHILDREN OF AMERICA (s)       |
| R4 - CREATIVE COOKING (s)   | LP4 - TRIBUNE 2 (s)                 |
| R5 - STRAWBERRY PATCH (s)   | LP5 - MASTER SHIELD (s)             |
| R6 - STRAWBERRY PATCH (s)   | LP6 - PETCO (s)                     |
| R7 - HOME BAKERY & FISH (s) | LP7 - PETCO (s)                     |
| R8 - HOME BAKERY & FISH (s) | LP8 -                               |
| R9 - GREEN DELIGHTS (s)     | LP9 -                               |
| R10 - GREEN DELIGHTS (s)    | LP10 - COSTCO (s)                   |
| R11 - SALT CREEK BBQ (s)    | LP11 - HOME IMP NET (s)             |
| R12 - GENOA (s)             | LP12 - ST. CHARLES BANK & TRUST (s) |
| R13 - GENOA (s)             | LP13 - FIFTH THIRD BANK (s)         |
| R14 - R5 CONCESSIONS (s)    | LP14 - KOUNTRY PET RESORT (s)       |
| R15 - R5 CONCESSIONS (s)    | LP15 - KOUNTRY PET RESORT (s)       |
| R16 - LEE CONCESSIONS (s)   | LP16 - GUTTER GLOVE (s)             |
| R17 - BLACKHAWK BBQ (s)     | LP17 - ZONE PERFECT (s)             |
| R18 - SUZIES FUN FOOD (s)   | LP18 - AAA (s)                      |
| R19 - SUZIES FUN FOOD (s)   | LP19 - AAA (s)                      |
| R20 - CHICAGO CLASSIC (s)   | LP20 - AAA (s)                      |
| R21 - CHICAGO CLASSIC (s)   | LP21 - FOX VALLEY AUTO (s)          |
| R22 - KETTLE KAHN (s)       | LP22 - SPRINT (s)                   |
| R23 - SILVESTRI SWEETS (s)  | LP23 - ELITE REMODELING GROUP (s)   |

# LINCOLN PARK ZONE

St. Charles Scarecrow Fest 2013

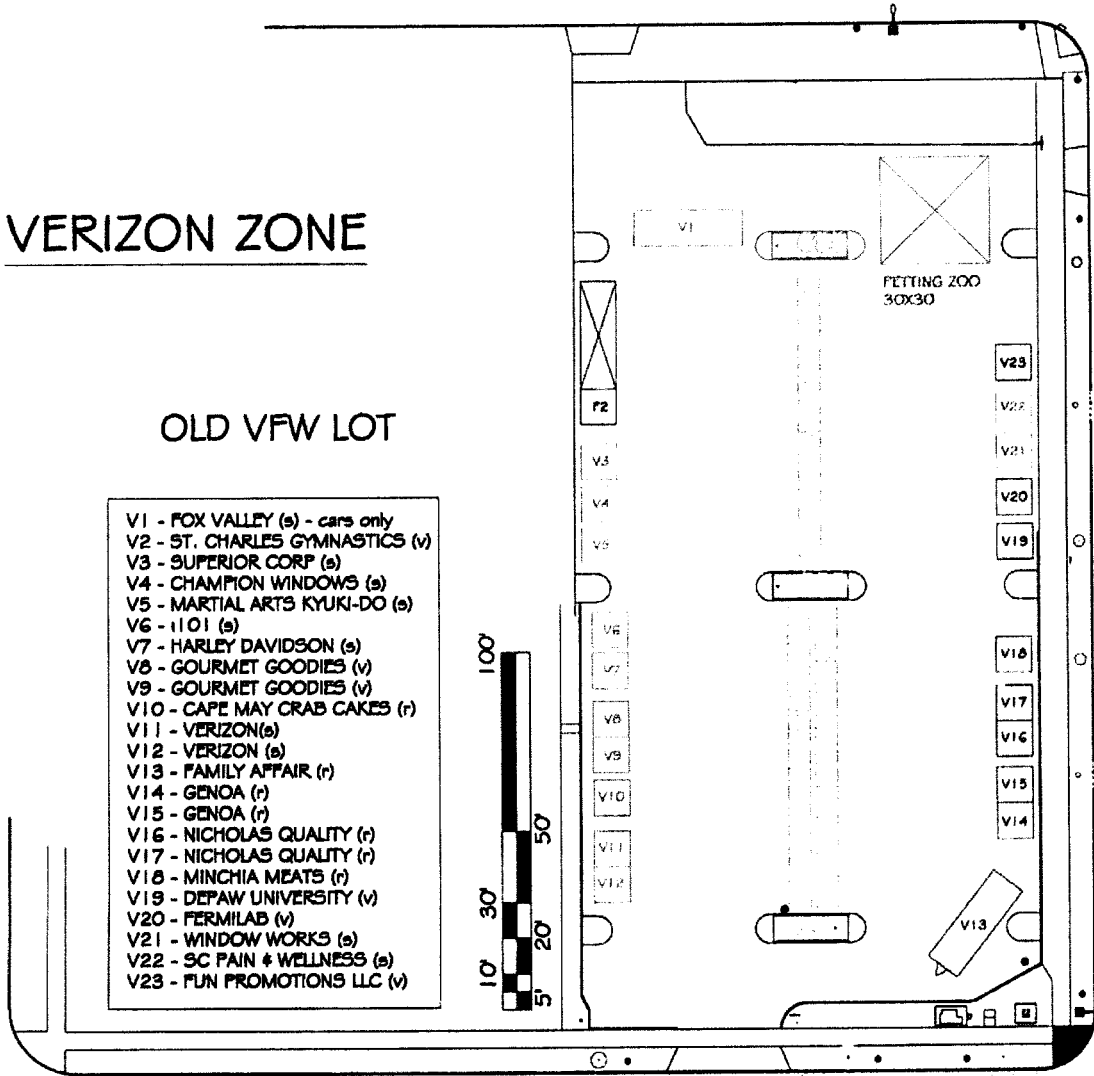
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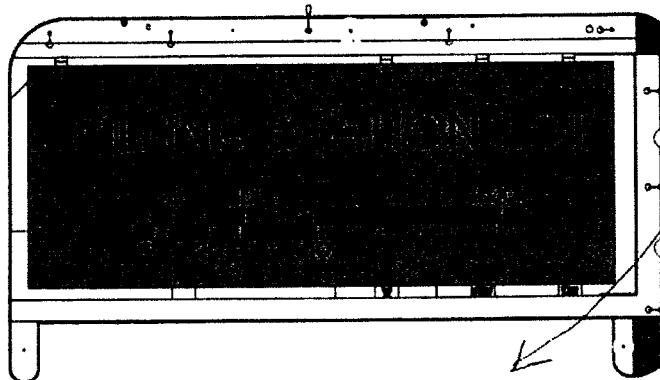
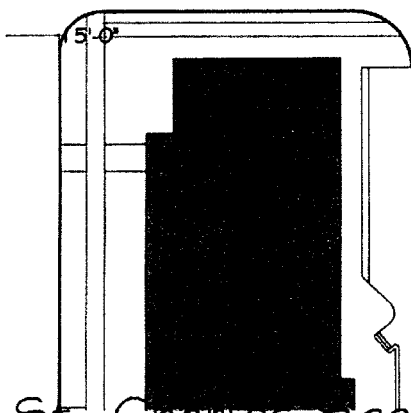
# VERIZON ZONE

OLD VFW LOT

- V1 - FOX VALLEY (s) - cars only
- V2 - ST. CHARLES GYMNASTICS (v)
- V3 - SUPERIOR CORP (s)
- V4 - CHAMPION WINDOWS (s)
- V5 - MARTIAL ARTS KYUKI-DO (s)
- V6 - ILOI (s)
- V7 - HARLEY DAVIDSON (s)
- V8 - GOURMET GOODIES (v)
- V9 - GOURMET GOODIES (v)
- V10 - CAPE MAY CRAB CAKES (r)
- V11 - VERIZON (s)
- V12 - VERIZON (s)
- V13 - FAMILY AFFAIR (r)
- V14 - GENOA (r)
- V15 - GENOA (r)
- V16 - NICHOLAS QUALITY (r)
- V17 - NICHOLAS QUALITY (r)
- V18 - MINCHIA MEATS (r)
- V19 - DEPAW UNIVERSITY (v)
- V20 - FERMILAB (v)
- V21 - WINDOW WORKS (s)
- V22 - SC PAIN & WELLNESS (s)
- V23 - FUN PROMOTIONS LLC (v)



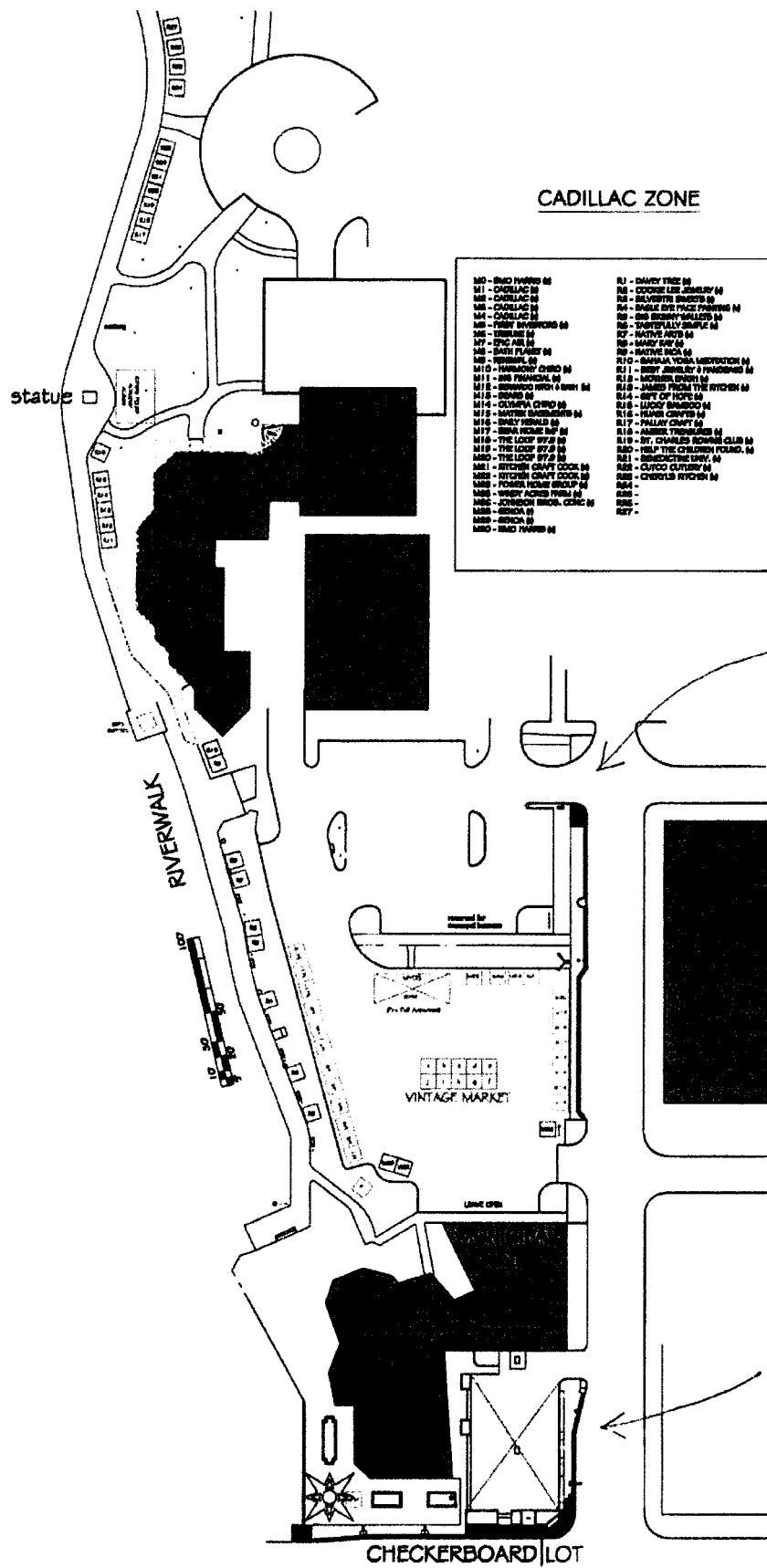
CEDAR



St. Charles Scarecrow Fest 2013

draft: 10/04/13

NTS



St. Charles Scarecrow Fest 2013

draft: 10/04/13

NTS



**Street Closings, Parking Lot & Designated Handicapped Parking Requests  
St. Charles Scarecrow Fest  
October 10-12, 2014 (including set-up October 8 & 9, 2014)**

**Street Closing, Temporary One-Way, Handicapped Parking Requests:**

***East of Fox River***

1. Handicapped Parking: First Avenue on-street Parking west side designated Handicap Parking Only: Friday, Saturday, and Sunday from 6am to 6pm.
2. Parking: First Avenue on-street parking east side (two spaces) along Armand's & Warehouse Antiques designated Handicap Parking: Friday 6 am to Sunday 6pm. (Signs need to be posted on Thursday).
3. The two 30 minute parking spaces at 10 State Avenue in front of Door #1 designated as "POLICE RELATED Business Parking Only" from Fri at 6am through Sun at 6pm.
4. No Parking on 2<sup>nd</sup> Ave between State Ave and Cedar Ave (Trolley Route and stops)
5. No Parking on Cedar Ave between 1<sup>st</sup> Ave and 2<sup>nd</sup> Ave (Trolley Route and stops)
6. No Parking on State Ave between 1<sup>st</sup> Ave and 2<sup>nd</sup> Ave (Trolley Route and Stops)

**Parking Lot Closing Requests:**

***East of Fox River***

1. Municipal Lot (locations tbd) adjacent to Municipal Building, Thursday 5am to Sun at 11pm. (Dumpster to be removed Monday before 10am).
2. Municipal Lot – checkerboard lot at the corner of Main & Riverside

**Street Closing, Temporary One-Way, Handicapped Parking Requests:**

***West of Fox River***

1. Closure: North Third St. between Main & State Streets from Thurs 5am to Sun 11pm (police, fire & delivery vehicles to be allowed access each night between 8pm-6am). East or West side will be maintained as a fire lane.
2. Closure: North Fourth St. between Main & Cedar Streets from Thurs 5am to Sun 11pm. East side will be maintained as a fire lane.
3. Closure: North Fifth St. between Main & Cedar Streets from Thurs 5am to Sun 11pm. West side will be maintained as a fire lane.
- \* 4. Closure: Cedar St. between 2<sup>nd</sup> St and 4<sup>th</sup> St Thu 5am to Sun at 11pm.
5. Handicapped Parking: North Fifth St between Cedar and State Streets east side only handicapped parking: Fri at 6am to Sun at 6pm. (Signs need to be posted on Thursday.)
6. Handicapped Parking: North Fourth Street between Cedar and State Streets west side only from Friday at 6am to Sunday at 6pm. (Signs need to be posted on Thursday).
7. Handicapped Parking: East side of 3<sup>rd</sup> St. between Cedar St. and Rt. 64 Fri 6am to Sun 10pm.
8. 6<sup>th</sup> Street at State Street... temporary NO parking on N 6<sup>th</sup> Street east side near State Street to allow radius turn for trolley.
9. Cedar Street at 3<sup>rd</sup> street, north side. Temporary NO parking in first three parking spots from corner to VFW lot entrance – for food storage trucks.

\* 11<sup>th</sup> St

**Parking Lot Closing Requests:**

***West of Fox River***

1. River Plaza Parking lot "G" (west side of N. Second Street [Route 31] between Cedar and State Streets on Wed 6am to Sunday 10pm for Windy City Carnival.
2. Old VFW lot Wednesday at 6am to Monday at 12pm.
3. Old St. Charles Court lot on north Third St., west side, between west Main and Cedar Streets, Thursday at 6am to Sun at 11pm.

**Additional Requests:**

1. All parking spaces on the south side of Cedar Street between Fourth and Fifth Streets to place dumpsters, toilets, and limited-time entertainment parking with permit. Thursday 6am to Sunday 10pm.
2. Cedar Street at 3<sup>rd</sup> street, north side. Temporary NO parking in first three parking spots from corner to VFW lot entrance – for food storage trucks.
3. Permission to use grassy areas in new Municipal lot
4. Permission to use land along the Freedom Walk from Main Street bridge north to Pottawatomie Park for vendors.
5. Permission to use walkway/courtyard to the south and west of the Municipal Center for children's activities and select vendors.
6. Permission to place tents on Fourth Street between Main and Cedar Streets, west side.
7. Permission to place tents on Fifth Street between Main and Cedar Streets, east side – flush against the park.
8. Permission to place activity on 3<sup>rd</sup> street between Main & Cedar – to be picked up/removed each evening.

**Scarecrow Festival 2014: October 10-12 (open to public dates)**

Lincoln Park tent set up (south side of park & gazebo) Wednesday and Thursday, October 8 & 9: 8am-10pm. As always, due consideration will be a priority for students of St. Patrick. Set up and Community night: Thursday, October 9: 9am-10pm.

**Event Days**

Friday and Saturday October 10 and 11: 10am-6pm; (Lincoln Park to remain open until 9pm)  
Sunday, October 12: 10am – 5pm.

**Trolleys**


Two trolleys will run Friday, Saturday, and Sunday

**Shuttles (School buses)**

Will run Friday, Saturday and Sunday. West of the river from Charlestown Mall Shopping Center to First Street. East of the river from Haines and Thompson Middle Schools to St. Patrick's Church.

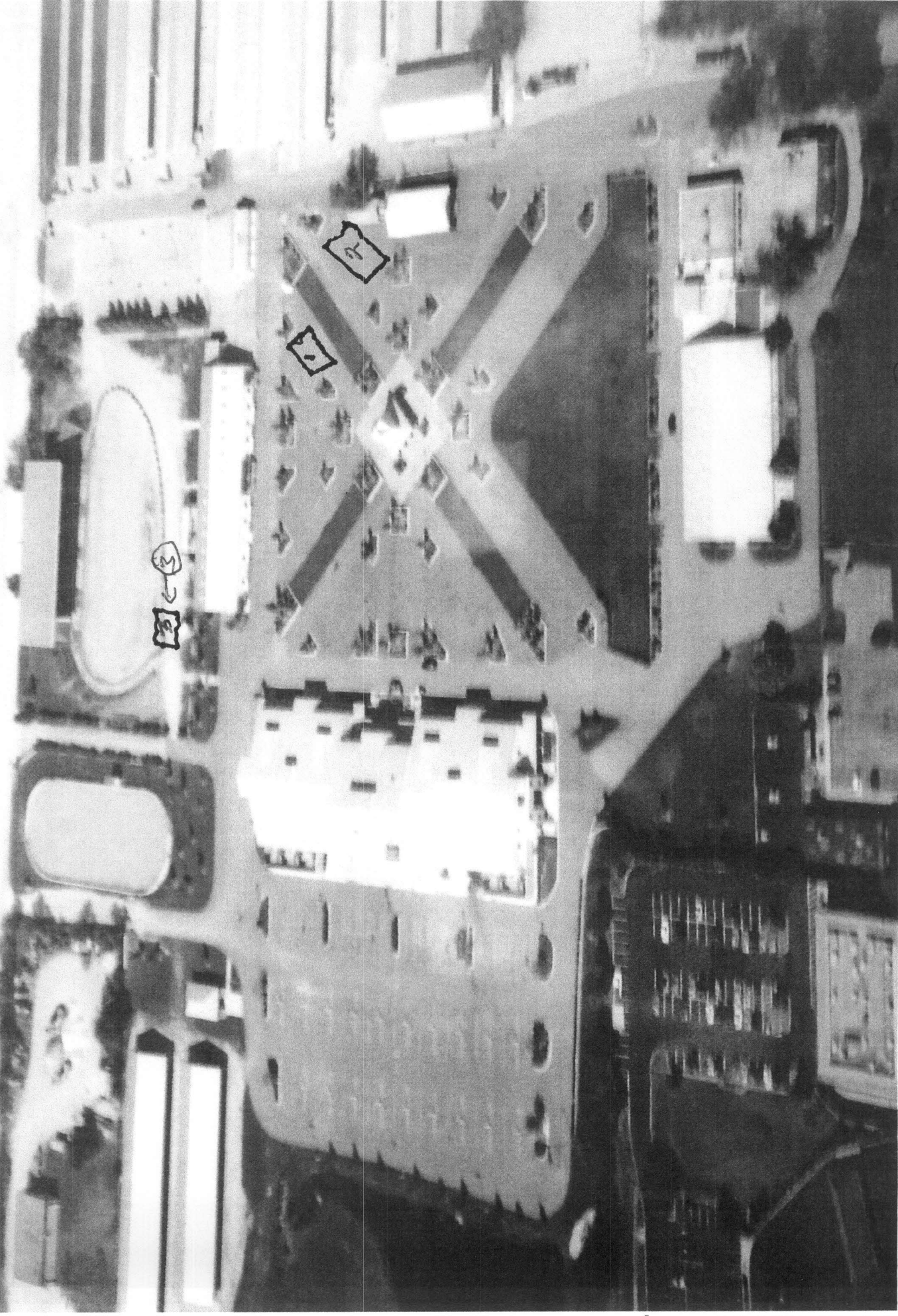
PROPERTY BEING REQUESTED FOR VENDING/SPONSOR AREAS:

- Lincoln Park
- 5<sup>th</sup> Street from Cedar to Main
- 4<sup>th</sup> Street from Cedar to Main
- 3<sup>rd</sup> Street from Cedar to Main
- Cedar from 2<sup>nd</sup> to 4<sup>th</sup> Street
- Old VFW lot
- Rt. 31 & Cedar Parking lot (for Carnival)
- Old St. Charles Parking Lot (Filling Station)
- Municipal lot (sections to be discussed)
- Municipal Courtyard (checkerboard lot)
- Commercial Riverwalk from Main Street to Pottawotamie Park


	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Recommendation to Approve a Class E-2 Liquor License and Use of Amplification Equipment on August 16 – 17, 2014 for The Festival of the Horse & Drum at the Kane County Fairgrounds					
	Presenter:	Interim Chief Huffman					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services 06.23.14			
	Planning & Development			City Council			
	Public Hearing						
Estimated Cost:	\$N/A	Budgeted:	YES		NO		
If NO, please explain how item will be funded:							
Event sponsor will coordinate directly with the Police Department to determine their cost for the required officers for this event.							
<b>Executive Summary:</b>							
<p>This special event application was received on May 16, 2014.</p> <p>Equis Concepts, LLC of rural St. Charles is hosting an event called the Festival of the Horse and Drum. It will be held at the Kane County Fairgrounds. The event is a first annual multi-cultural, multi-media event as outlined in the attached material. The event will run from 9:00 a.m. until 10:00 p.m. Saturday, August 16 and from 9:00 a.m. until 7:00 p.m. Sunday, August 17, 2014. The use of amplification equipment for the duration of the event is requested. In addition, Gino's East has made application to operate a beer garden during the event. A Class E-2 Temporary Liquor License has been requested for alcohol sales to start at 10:00 a.m. both days ending at the time of the event. Under City Title 5.08.130, permitted hours for alcohol sales under a Class E-2 license start at 10:00 a.m. All other provisions related to food and identification checks with wristbands will apply. The event sponsors have contracted with a private security company, A.L. E. Security, for the event. The Police Department will coordinate with the security agency and determine the appropriate St. Charles Police extra duty personnel for the beer garden at the expense of the sponsor.</p>							
<b>Attachments:</b> <i>(please list)</i>							
Diagram							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
Recommendation to approve a Class E-2 Liquor License and Use of Amplification Equipment on August 16 – 17, 2014 for The Festival of the Horse & Drum at the Kane County Fairgrounds.							
<i>For office use only:</i>		<i>Agenda Item Number: 4.b</i>					

- 1- STABLE-MUSIC
- 2-BEER GARDEN
- 3-BEER GARDEN

# ST CHARLES, ILLINOIS





 <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 Use of Amplification Equipment and Road Closure on October 19, 2014 for The Rhythm on the River					
	Presenter:	Interim Chief Huffman					
Please check appropriate box:							
	Government Operations		X	Government Services 06.23.14			
	Planning & Development			City Council			
	Public Hearing						
Estimated Cost:	PW: \$502.12	Budgeted:	YES		NO		
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
<p>This special event application was received on May 22, 2014.</p> <p>The St. Charles Noon Rotary and River Corridor Foundation will once again be partnering to sponsor a musical event at the Arcada theater. In addition, this year they would like to add an antique car show and dance exhibition. The car show would take place in the Harris Bank parking lot. Event sponsors have received cooperation with Harris Bank to close this lot for the event. The dance exhibition would take place on S. Riverside Avenue. Event sponsors would like to close S. Riverside off at Main Street and diagonally at Walnut Avenue to accommodate for this dance group and to allow safer, convenient access for spectators between the theater and the parking lot.</p>							
<b>Attachments:</b> (please list)							
Diagram							
<b>Recommendation / Suggested Action</b> (briefly explain):							
Recommendation to approve use of amplification equipment and road closure on October 19, 2014 for The Rhythm on the River event located on S. Riverside Avenue and the Harris Bank parking lot.							
For office use only:		Agenda Item Number: 4.c					

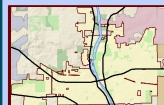


# City of St. Charles, Illinois

Two East Main Street St. Charles, IL 60174-1984  
Phone: 630-377-4400 Fax: 630-377-4440 - [www.stcharlesil.gov](http://www.stcharlesil.gov)

## Rhythm on the River

RAYMOND ROGINA Mayor  
MARK KOENEN City Administrator




Data Source:  
City of St. Charles, Illinois  
Kane County, Illinois  
DuPage County, Illinois  
Projection: Transverse Mercator  
Coordinate System: Illinois State Plane East  
North American Datum 1983  
Printed on: June 2, 2014 08:18 PM



0 44 87 Feet

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Powered by InRoads GIS

 <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 Construction Services Agreement for the Municipal Parking Lot Reconstruction with A Lamp Concrete Contractors						
	Presenter:	Peter Suhr						
<i>Please check appropriate box:</i>								
	Government Operations		X	Government Services 06.23.14				
	Planning & Development			City Council				
	Public Hearing							
Estimated Cost:	\$830,000	Budgeted:	YES	X	NO			
If NO, please explain how item will be funded:								
<b>Executive Summary:</b>								
<p>This project will provide rehabilitation and enhancement to the existing municipal parking lot. This main parking is the center of the municipal complex which brings together the main Municipal Building, Fire Department and Police all located adjacent to this parking lot. This parking lot not only provides parking to the general public for these facilities, it also acts as an epicenter to many of the larger public venues such as River fest and Scarecrow fest. This project will help to provide additional green space for residents and visitors to enjoy consistent with the River Corridor Plan. In addition to increasing the amount of green space the project will improve landscaping along the Fox River and provide a public plaza, creating an opportunity for public art or public gathering location. The project will also improve pedestrian safety within the public parking lot itself via improved traffic flow patterns and walkways, improve lighting and include replacement of water main, electric and storm sewer infrastructure.</p> <p>Construction is anticipated to commence on July 14<sup>th</sup> and be complete October 3<sup>rd</sup> prior to Scarecrow Festival.</p> <p>Funding for this program is based on a combination of County Funds and Corporate Funds. The City received a \$65,000 grant from the Kane County Riverboat Grant for this project.</p>								
<b>Attachments:</b> <i>(please list)</i>								
None								
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>								
Recommendation to approve Construction Services Agreement with the apparent low bidder, A Lamp Concrete Contractors for the Municipal Parking Lot Reconstruction in the amount of \$1,035,353.29.								
<i>For office use only:</i>		<i>Agenda Item Number: 5.a</i>						



## AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to approve Contract with American Roofing & Repair for Fire Station #3 Roofing Project

Presenter: Chris Adesso

*Please check appropriate box:*

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 06.23.2014
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$69,300	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:

The Fire Station #3 roof is a 10,225 SF, 22-year-old white EPDM single-ply roof, which has been cause for recent leaking issues and requires immediate attention. After concluding evidence from an Infrared Thermographic Inspection that the roof's insulation was dry, it was determined that this roof was a perfect candidate for a liquid waterproofing membrane in lieu of a complete replacement. The waterproofing membrane will restore the roof to new conditions and will be guaranteed for 15-years. We estimate that this is about a \$48,000 savings when compared to a tear-off and replacement. We solicited bids to three (3) separate roofing contractors. Bids ranged from \$69,300 - \$101,202. American Roofing was the low bidder, is a qualified contractor for this type project and met all of the requirements of the Project Manual and Specifications.

### Attachments: *(please list)*

Proposal from American Roofing to provide new roof on Fire Station #3.

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

Recommendation to waive the formal bid procedure and approve Proposal from American Roofing & Repair in the amount of \$69,300.

*For office use only:*

*Agenda Item Number: 5.b*

## PROJECT BID FORM

All of the information and spaces of this BID FORM must be completely filled out and submitted on time to the attention of the person listed below. Failure to complete this BID FORM may cause the Building Owner the right to reject the entire bid.

Proposal to be submitted to:

**SUBMIT BIDS VIA EMAIL OR DELIVERY TO:**

City of St. Charles Public Works

Attention: Chris Adesso

200 Devereau Way

St. Charles, IL 60174

cadesso@stcharlesil.gov

Bids Due no later than 5/20/14 at 10:00am

Roof Identification & Project Location:

Roof restoration at Fire Station #3 in St. Charles, Illinois

Contractor Information:

Submitted By:

AMERICAN ROOFING & REPAIR Co. div. of  
COMBINED ROOFING SERVICES LLC  
(Contractors Name)

Address of Contractor:

621 W. WASHINGTON ST.

City, State, Zip:

WEST CHICAGO, IL 60185

Contractor Contact :

ERIC LARSEN

Phone Number:

630-231-4422

Fax Number:

630-231-9153



Scope of Work: Install White Knight Plus Energy-Star Rated, reflective roof coating with manufacturer's 10 Year Warranty.

**Base Bid:**

**SCOPE OF WORK**

- A. Perform repairs in field and flashings as specified by manufacturer at prebid conference and marked on roof.
- B. Clean entire roof surface using Simple Green or TSP/water using power washer.
- C. Powerwash roof surface (two (2) passes) to ensure cleaner is removed from roof surface.
- D. Coat entire roof with liquid waterproofing membrane base coat(White Knight Plus base coat) at a rate of 2.0 Gal./Sq. (using roller).
- E. Apply a second coat of liquid waterproofing membrane (White Knight Plus) over entire roof at a rate of 2.0 Gal./Sq.
- F. Install ¼:12" tapered polyisocyanurate insulation cricket between southwest scupper and western drip edge.
- G. Install Kynar-coated 24-ga. Steel surface-mounted counterflashing on wall flashing between sections 1 & 2.
- H. Clean & Haul away debris.

**Price to install White Knight Plus restoration coating  
To Fire Station #3**

\$ 69,300 (total price)

Submitted By:

AMERICAN RFL & REPAIR CO.

Signed

Eric Larsen

ERIC LARSEN

### **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:

American Roofing & Repair Company  
621 W. Washington  
West Chicago, IL 60185

For the purchase of: New 10,225 SF Roof Coating on Fire Station #3

At a cost of: \$ 69,300.00

Reason for the request to waive the bid procedure: We solicited bids to three (3) separate qualified roofing contractors, but did not send the project out for RFP's or General Bid. Bids ranged from \$69,300 - \$101,202. American Roofing was the lowest bidder, is a qualified contractor for this type project and met all of the requirements as outlined in the Project Manual and Specifications, in addition they successfully complete this same type of project on FS #2 in 2010.

Other Quotations Received: 3

Date: 06/23/2014

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

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 Agreement to make repairs to Fishing Platform

Presenter: Chris Adesso

*Please check appropriate box:*

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 06.23.2014
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$90,000	Budgeted:	YES	<input type="checkbox"/>	NO	X
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If NO, please explain how item will be funded:

Dollars from the City's insurance claim will fund this project

### Executive Summary:

On April 18, 2013 and for several weeks following, St. Charles experienced a flood along the Fox River that cause damage to the Lannon Stone Fishing Platform and Fountains just along the river to the west of the Municipal Center. The platform and fountains were inundated for a sustained period of time and the bonding agents that hold the stone to the base were saturated for longer than their design threshold. The flooded areas were also exposed to collisions with flooding debris coming over the dam at much higher frequency and at a higher velocity than under normal circumstances.

After the flood waters receded staff identified and quantified the damage to the structure and contacted the City's finance department to make an insurance claim. The City's insurance carrier, CHUBB had and independent consultant out to review the area and make a recommendation of costs to repair the platform and fountains; this cost was \$90,000, which the City has already received payment of.

Staff has since been working with Wiss, Janney, Elstner Associates, Inc. (WJE) and Bulley & Andrews Masonry Restoration, LLC. (BAMR) the original design professionals and construction company to formulate a plan to make repairs to the platform and fountains while additionally armoring the area against another event of this type.

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

Supplemental pictorial documentation of Fishing Platform

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

Recommendation to waive the formal bid procedure and approve Agreement with BAMR/WJE to make repairs to the Fishing Platform in the amount of \$90,000.

*For office use only:*

*Agenda Item Number: 5.c*



**Fishing Platform and  
Fountain looking  
north toward dam.**



**Stairs and Fountain  
looking south toward  
Main St.**

### **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:

BAMR (Bulley & Andrews Masonry Restoration, LLC)  
1755 W. Armitage Ave  
Chicago, IL 60622

For the purchase of: Repairs to Lannon Stone Fountains and Fishing Platform

At a cost of: \$ 90,000

Reason for the request to waive the bid procedure: Staff is requesting to waive the bid procedure for this repair project due to the intimate knowledge of this project and partnership that BAMR and WJE have. Also, both BAMR and WJE have a vested interest in providing a successful project and have committed resources at no charge to the City to address this problem.

Other Quotations Received: 0

Date: 06/23/2014

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

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.**


 <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 Purchase Order with Delta Star for City Hall Substation Transformer						
	Presenter:	Tom Bruhl						
<i>Please check appropriate box:</i>								
	Government Operations		X	Government Services 06.23.14				
	Planning & Development			City Council				
	Public Hearing							
Estimated Cost:	\$442,544	Budgeted:	YES	X	NO			
If NO, please explain how item will be funded:								
<b>Executive Summary:</b>								
<p>Purchasing went out for bids and received seven responses for a new substation transformer. This 25MVA transformer will replace a unit that was taken out of service and retired two years ago after it failed a diagnostic Doble test. This transformer will be placed at City Hall Substation to serve load in the central part of the City. Delta Star has provided transformers to the City in past years, namely a unit at Dukane Drive Sub, and the unit at Peck Road Sub. We have not had any maintenance or reliability issues with Delta Star, and they have a fine reputation in the industry. Delta Star met all bid requirements and their proposal offered the lowest first cost and lowest life-of-unit cost of the bids received.</p>								
<b>Attachments:</b> <i>(please list)</i>								
Bid tabulation								
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>								
Recommendation to approve purchase order to Delta Star in the amount of \$442,544.								
<i>For office use only:</i>		<i>Agenda Item Number: 5.d</i>						

**EXHIBIT A**

**Bid Evaluation  
Substation 5 Transformer T2**

<b>Name of Bidder:</b>	<b>ABB</b>	<b>ABB</b>	<b>Waukesha Electric Systems</b>	<b>Howard</b>	<b>Delta Star</b>
<b>Item Description</b>					
<b>Represetative:</b>	T & D Products	T & D Products	Waukesha Electric	Howard	Delta Star
<b>Manufacturer:</b>	ABB	ABB (Rectangular)	Waukesha Electric	Howard	Delta Star
<b>Delivery:</b>					
Date of Delivery In Place on Pad	24-26 Weeks	24-26 Weeks	N/A	26 Weeks	20-26 weeks
<b>Unit Cost of Losses:</b>					
No Load Losses Evaluated at \$/kW	\$ 3,990.00	\$ 3,990.00	\$ 3,990.00	\$ 3,990.00	\$ 3,990.00
Full Load and Auxiliary Losses Evaluated at \$/kW	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
<b>Guaranteed Losses from the Proposal Form:</b>					
No Load Losses (kW)	10.44	11.75	11.8	13.25	11.5
Total Losses - 55 Deg C rise (kW)	65.98	57	66.1	62.8	47.3
Auxiliary Losses (kW)	5.6	3	9.6	2	1.5
<b>Evaluated Costs:</b>					
Total Bid Cost	\$ 578,235.00	\$ 542,505.00	\$ 603,580.00	\$ 643,573.00	\$ 442,544.00
Adjustments to Bid Cost					
Lifecycle Cost of Losses	\$ 134,709.60	\$ 124,882.50	\$ 145,492.00	\$ 137,107.50	\$ 109,325.00
Cost of Additional Overseas Inspections					
Waranty Adjustment					
<b>TOTAL EVALUATED COST:</b>	<b>\$ 712,944.60</b>	<b>\$ 667,387.50</b>	<b>\$ 749,072.00</b>	<b>\$ 780,680.50</b>	<b>\$ 551,869.00</b>



	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>					
	Title:		Recommendation to approve an Ordinance Amending Title 2 “Administration and Personnel,” Chapter 2.36 “Emergency Management Agency”			
	Presenter:		Fire Chief Joseph Schelstreet			
Please check appropriate box:						
		Government Operations		X	Government Services 06.23.14	
		Planning & Development			City Council	
Estimated Cost:				Budgeted:	YES	NO
If NO, please explain how item will be funded:						
<b>Executive Summary:</b>						
<p>Title 2, Chapter 2.36 is being updated to reflect the current structure and operations of the St. Charles Emergency Management Agency. This is a housekeeping item and reflects changes in terminology and reporting structure only.</p>						
<b>Attachments:</b> <i>(please list)</i>						
Ordinance						
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>						
Recommendation to approve an Ordinance Amending Title 2 “Administration and Personnel,” Chapter 2.36 “Emergency Management Agency”.						
For office use only:		Agenda Item Number: 6.a				

**City of St. Charles, Illinois**  
**Ordinance No. \_\_\_\_\_**

**An Ordinance Amending Title 2 "Administration And Personnel,"  
Chapter 2.36 "Emergency Management Agency"**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST.  
CHARLES, KANE AND DUPAGE COUNTIES, ILLINOIS, AS FOLLOWS:

1. That Section 2.36.030, "Definitions," Paragraph A, of Title 2 "Administration and Personnel," Chapter 2.36, "Emergency Management Agency," of the St. Charles Municipal Code, be and is hereby amended by deleting the same and substituting the following therefor:

A. Coordinator means the staff assistant to the Fire Chief with the duty of carrying out the requirements of this Chapter.

2. That Section 2.36.040, "Emergency Services and Disaster Agency," Paragraphs A-E, of Title 2 "Administration and Personnel," Chapter 2.36, "Emergency Services and Disaster Agency," of the St. Charles Municipal Code, be and is hereby amended deleting the same and substituting the following therefor:

**2.36.040 St. Charles Emergency Management Agency**

- A. There is hereby created an emergency management agency and a coordinator of the emergency management agency, herein called the "coordinator", who shall be the head thereof.
- B. The coordinator, subject to the direction and control of the Fire Chief, shall be the executive head of the St. Charles Emergency Management Agency, and shall be responsible under the direction of the Fire Chief for carrying out the program for emergency services and disaster operations of this city. He shall coordinate the activities of all organizations for emergency services and disaster operations within this city and shall maintain liaison, and cooperate with, the civil defense and emergency management agencies and organizations of Kane County, other counties and municipalities, and of the federal and state government.  
In the event of the absence, resignation, death, or inability to serve of the Coordinator or any person designated by the Fire Chief, shall be and act as Coordinator until a new appointment is made as provided in this Chapter.
- C. The St. Charles Emergency Management Agency shall take an integral part in the development and revision of the local emergency operations plan.
- D. In the development of the emergency operations plan, the St. Charles

Emergency Management Agency shall interrelate with business, labor, industry, agriculture, civic and volunteer organizations, and community leaders.

- E. The St. Charles Emergency Management Agency is authorized to:
  - a. Determine the requirements of the city of St. Charles for food, clothing, and other necessities in the event of an emergency;
  - b. Develop an Emergency Operations Plan that meets the standards promulgated by the Illinois Emergency Management Agency;
  - c. Bi-annually review and revise the local Emergency Operations Plan;
  - d. Establish a register of persons with types of training and skills in emergency prevention, preparedness, response, and recovery;
  - e. Establish a register of government and private response resources available for use in a disaster;
  - f. Prepare, for issuance by the Mayor, Chapters, proclamations, and regulations as necessary or appropriate in coping with disasters;
  - g. Cooperate with the federal, state, and county government and any public or private agency or entity in achieving any purpose of this Chapter and in implementing programs for disaster prevention, preparation, response, and recovery.
  - h. Initiate and coordinate planning for the establishment of an emergency operating center;
  - i. Do all other things necessary, incidental, or appropriate for the implementation of this Chapter.
- 3. That Section 2.36.050, "Emergency Services and Disaster Powers of the Mayor," Paragraphs A and D, of Title 2 "Administration and Personnel," Chapter 2.36, "Emergency Services and disaster Agency," of the St. Charles Municipal code, be and is hereby amended deleting the same and substituting the following therefor:
  - A. The Fire Chief shall have the general direction and control of the emergency management agency and shall be responsible for the carrying out of the provisions of this Chapter.
  - D. The Fire Chief is authorized to designate space in a municipal building or elsewhere for the emergency management agency as its office.
- 4. That Section 2.36.150, "Orders, Rules, and Regulations," Paragraph B, of Title 2 "Administration and Personnel," Chapter 2.36, "Emergency Services and Disaster Agency," of the St. Charles Municipal Code, be and is hereby amended deleting the same and substituting the following therefor:
  - B. The St. Charles Emergency Management Agency established pursuant to this Chapter, and the coordinator thereof, shall execute and enforce such orders, rules, and regulations as may be made by the governor under authority of the Illinois Emergency Management Agency Act. The St. Charles Emergency Management Agency shall have available for inspection at its office all orders, rules, and regulations made by the governor, or under this authority. The state Emergency Management Agency shall furnish such orders, rules, and regulations to the agency.

5. That Section 2.36.160, "Utilization of Existing Agency, Facilities, and Personnel," of Title 2 "Administration and Personnel," Chapter 2.36, "Emergency Services and Disaster Agency," of the St. Charles Municipal Code, be and is hereby amended deleting the same and substituting the following therefor:

Incarring out the provisions of the Chapter, the Fire Chief and the coordinator of the emergency management agency are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the city to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed, upon request, to cooperate with and extend such services and facilities to the coordinator and the emergency management agency.

6. That after adoption and approval hereof, this Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

PRESENTED to the City Council of the City of St. Charles, Illinois, this \_\_\_\_ day of \_\_\_\_\_ 2014.

PASSED by the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

APPROVED by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
Raymond Rogina, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk/Recording Secretary

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

APPROVED AS TO FORM:

---

City Attorney

DATE: \_\_\_\_\_

Voice Vote:

Ayes:

Nays:

Absent:

Abstain