

**MINUTES
CITY OF ST. CHARLES, IL
GOVERNMENT SERVICES COMMITTEE MEETING
MONDAY, JANUARY 26, 2015, 7:00 P.M.**

Members Present: Chairman Martin, Aldr. Stellato, Aldr. Silkaitis, Aldr. Payleitner, Aldr. Lemke, Aldr. Turner, Aldr. Krieger, Aldr. Lewis

Members Absent: Aldr. Bancroft, Aldr. Bessner

Others Present: Raymond Rogina, Mayor; Mark Koenen, City Administrator; Peter Suhr, Director of Public Works; Chris Adesso, Asst. Director of Public Works - Operations; Karen Young, Asst. Director of Public Works -Engineering; John Lamb, Environmental Services Manager; Tom Bruhl, Electric Services Manager; James Keegan, Police Chief; Joe Schelstreet, Fire Chief

1. Meeting called to order at 7:00 p.m.

2. Roll Call

K. Dobbs:

Stellato: Present
Silkaitis: Present
Payleitner: Present
Lemke: Present
Turner: Present
Bancroft: Absent
Martin: Present
Krieger: Present
Bessner: Absent
Lewis: Present

3.a. Electric Reliability Report – Information only.

4.a. Recommendation to award Contract to FGM Architects for Professional Architectural Services related to the Police Facility Study.

Peter Suhr presented. Before I begin, I would like to introduce Andrew Reineking, we call him AJ; he comes to use from the City of Crystal Lake, he had been there for about six years and we are glad to have him on board as our Public Works Manager. He is a resident of St. Charles and he and his wife are expecting their first child any time!

This agenda item is a joint initiative between the Public Works Department and the Police Department in regard to the Police Facility. Both departments have a vested interest in this project for different reasons; the Public Works Department as you know is interested in the maintenance of City owned buildings and the Police Department is obviously affected by the conditions and layout of the building, especially as it relates to their daily operations. Over the past couple years, it has become more evident that building conditions and operational deficiencies have worsened.

The Public Works Department recently concluded an external conditions report and identified over \$1,000,000 worth of repairs that would be recommended on this facility over the next five years. The Police Department has continued to identify several operational deficiencies due to the layout of the building, which is a result of the combination of seven different structures that have been connected together over time. Recognizing the fairly immediate need for several capital projects, anticipated expense of project cost and current operational deficiencies, both the Police Department and Public Works Department are recommending an architectural needs assessment analysis and master plan study to help us determine the most appropriate movement forward on this facility.

An architectural needs assessment will help our team discover what we currently own and how that space compares to what a Police Department should have today. The study is based on a variety of factors including current standards, department objectives, current trends and future planning to name a few. With a thorough understanding of the Police Department space needs and existing conditions of the building, a master plan study will evaluate options and develop several conceptual plans including costs for each one of those conceptual plans, seeking the best solution for our City and the our Police Department.

Conceptual plans that we may consider could be any combination of remodeling the existing facility, perhaps a partial demolition and reconstruction of a portion of the existing facility, a complete demolition of the existing facility and reconstruction of a new facility either in the same location or adjacent to the current facility or perhaps even a new facility on a brand new site. The City will need assistance from a professional architectural firm to complete this phase of work; therefore, we prepared a request for qualifications (RFQ) from seven qualified firms. City staff built an internal team, including representatives from Public Works and Police, and I would like to thank Chief Schelstreet for joining our team as well. Our team reviewed each of those seven

proposals and interviewed the top four firms. FGM Architects from Oak Brook, IL, assembled a superior team and was selected by our review committee. They have extensive project management experience, a vast resume of similar projects, and they have had the longest and broadest track record of successfully completed Illinois Police Stations. Bensenville, Glendale Heights, Highland Park, Morton Grove, New Lenox, Orland Park, Palatine, Rockford, Skokie and Streamwood are just a few of the local communities they have worked with on successful police projects.

FGM Architects is represented tonight by John Dzarnowski and Ray Lee and are available to ask specific questions about their firm. If there are no questions for myself or Chief, City Staff is asking for a recommendation to award a contract for Professional Architectural Services for the Police Facility Study to FGM Architects in the amount of \$72,260.

Aldr. Turner: How old is that building and is it historic?

Mr. Suhr: It is in the historic district, but it is not historic registered. There are seven separate buildings with varying ages.

Mr. Lemke: How will this be financed?

Mr. Suhr: This particular phase of the project is already budgeted, and it is actually under budget. Our budget was \$100,000 for this project and this particular bid is at \$72,260.

Mr. Lemke: If reconstruction is required, how will that be handled?

Mr. Suhr: Part of the study is going to help us analyze that; we don't have those answers right now, but we certainly will be looking for any type of grant funding and we will be working with this Committee, City Council and our Finance Department to determine those needs as we move forward.

Aldr. Lemke: Have we financed the capital for this yet?

Mr. Suhr: No, we have not.

Aldr. Lewis: For clarification, they are going to take each of the four points and give a scenario for each?

Mr. Suhr: There will be several options that we will look at. During this process, one or two of those options may drop off the list because they aren't feasible, but we will explain that to you as we make those recommendations moving forward. This process will help us to define what we should be studying.

Chairman Martin: How long do you expect the study to take?

Mr. Suhr: The end of July is stated on the consultant's proposal.

Aldr. Lemke: I noticed out of town travel was budgeted and I don't understand why they would need to travel out of state when they have done all this work locally?

Mr. Dzarnowski: In our proposal we have a line because previous clients have asked us to travel elsewhere to look at something, and if you were to ask us to do that, we would charge for out of town travel.

Aldr. Lemke: But you are familiar with many facilities around here and in the base plan, there are no plans to travel out of town and have an upcharge?

Mr. Dzarnowski: Correct.

Aldr. Stellato: I read in the proposal that 90 days after opening the project we will be expecting a report; I was expecting about a year. July seems quick. Please clarify what is in your proposal?

Mr. Dzarnowski: The proposal we discussed in the interview has us starting in February and going until approximately July 20. That time can be extended, based on meetings with Council.

Aldr. Stellato: I was looking more at next year's budget as opposed to the budget we are planning now for financing.

Mr. Suhr: That schedule will be based on decisions that are made and we need to make sure we take step one and move forward and get the answers we need to step two, so the schedule may move and we continue with this project.

No further discussion.

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

4.b. Presentation of Project Close Out for the Municipal Parking Lot Reconstruction.

Peter Suhr presented. This is a follow-up in regard to the completion of the Municipal Parking Lot Project. No action is required. As you may recall, in June 2014, this Committee approved the construction of the Municipal Parking Lot for a project cost of approximately \$1,000,000, which at that time was about \$200,000 over budget. Even so, City Staff recommended proceeding with the project because we identified \$165,000 of potential Value Engineering items that would help reduce the amount of construction costs and we also recognized at that time that the project costs could be offset by the Tyler Road Project that had just been completed at the time and was under budget by approximately \$150,000. City Staff is pleased to announce tonight that the Municipal

Parking Lot Project is complete and final costs for the project were slightly lower than the original \$833,000 that was budgeted. As anticipated, approximately \$215,000 of Value Engineering items were eliminated from the project. The most positive thing is that those Value Engineering items selected did not significantly impact the design or character of the project.

As a result, City Staff did not have to utilize any of the remaining funds from the Tyler Road project. City Staff is proud of the project and look forward to showcasing it at its best this spring and summer. I also want to mention that now that the project is complete, the City will receive the anticipated \$65,000 Grant from the Kane County Riverboat Grant.

No further discussion.

4.c. Recommendation to approve Illinois Department of Transportation Resolution regarding Non-Routine Maintenance Work within the State Right of Way for 2015 and 2016.

Karen Young presented. This is a recommendation to approve an annual Resolution with the Illinois Department of Transportation (IDOT) regarding Non-Routine Maintenance Work for the Fiscal Year 15/16. IDOT requires the City to provide this Resolution for all work to guarantee that the work we are completing within the right-of-way meets IDOT standards; it also replaces a typical IDOT bond requirement with permits and it holds IDOT harmless during the work that the City is completing, including JULIE Locates, maintenance of driveways, emergency repairs.

Aldr. Lemke: Is there any reimbursement due from IDOT for MFT Funding or something to that affect?

Mrs. Young: No, this is only for work that the City needs to perform in the right-of-way. We have a separate Maintenance Agreement.

No further discussion.

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

Motion carried

4.d Recommendation to authorize the Mayor and City Clerk to Execute an Agreement with Wide Open West for Placement of Fiber Optic Cables on City Owned Poles.

Tom Bruhl presented. This is a recommendation to execute an Agreement with Wide Open West for a Pole Attachment Agreement. Last year, Verizon approached the City to install mini cells on some poles in St. Charles. Then they selected Wide Open West (WOW) as their back haul fiber provider instead of AT&T. Because of that, WOW needs to get fiber across our poles to these eight sites throughout town. We modeled the agreement based on the AT&T Attachment Agreement that we have today with

additional language that benefits the City, compared to the original agreement that was drafted in 1984. The additional weight doesn't cause any issues on our poles and there is no extra liability. We will make \$26 per pole, per year in revenue. The entire Agreement was worked extensively with Attorney McGuirk.

Staff recommends authorizing the Mayor and City Clerk to execute this Agreement with Wide Open West for placement of Fiber Optic on City owned poles.

Aldr. Silkaitis: How did you come up with \$26 per pole?

Mr. Bruhl: There is a formula in the AT&T Agreement that we used which is based on the installed cost of a pole today with an amortized life of 40 years and there is an equation that is consistent with what we do for AT&T.

Aldr. Silkaitis: So if any company were to come in, we would charge that same amount?

Mr. Bruhl: Yes.

Aldr. Lewis: Are these the poles that we talked about before, or were they cell phone where the boxes were going to be low to the ground?

Mr. Bruhl: This is the fiber connection to those installations, probably the size of a dime attached to the pole, similar to all the existing wires.

No further discussion.

Motioned by Aldr. Turner, seconded by Aldr. Lemke. Approved unanimously by roll call vote. **Motion carried.**

4.e. Presentation of Green Initiatives Update.

Tom Bruhl, Chris Adesso and John Lamb presented. This is a quick recap of the sustainable efforts that we are very proud of and wanted to update you on what we are doing.

Power Point presentation by Tom Bruhl, Chris Adesso and John Lamb.

- Electric Vehicle Charging Station at First Street Parking Deck
- LED Street Light Retrofits
- IMEA Efficiency Grant Program
- IMEA/Nicor \$1,000 Grant for residents who replaced their air conditioner AND furnace with high efficiency
- \$135,000 grant to purchase energy efficient equipment for the Biosolids Building
- Electronics Recycling Program
- Ecological Restoration Work and Sustainable Landscapes
- Sustainable Salting Techniques

Chairman Martin: John, how do we dispose of AA and AAA batteries?

Mr. Lamb: You can put them in the regular garbage if you put them in a Ziploc bag with tape over the leads. They can also be recycled; there are a few stores in town which will take batteries. Batteries Plus used to take them, but they don't any longer because it's costing them money to recycle the batteries now. Batteries and oil are an area that I'm trying to address in the upcoming year.

Aldr. Payleitner: Chris, you talked about the Tyler Road restoration work, I'm not familiar with where that is at?

Mr. Adesso: It is adjacent to the new parking lot just south of the Dodge Dealer, there is a culvert under the road, towards the east there is a drainage swale there.

Aldr. Stellato: Chris, Riverside Park is a "land bank" for development up north. Some developments, First Street, for example, have been using that to store their water there. How much more can that take? Is it at capacity now? If we have any further development up north, can that still be utilized or are we tapped out?

Mr. Adesso: To my knowledge, that compensatory storage was sized for the development here up to the north, I don't think there is any extra storage available there.

Mr. Koenen: We are at capacity.

Aldr. Lemke: Do we have any way of treating salt for the salt water run off?

Mr. Adesso: That is a great question, and I'm glad you asked. One of the primary things we can do to combat salt pollution, especially in streams and river here in town is to engage in sustainable landscapes and naturalized buffers, because those native plants grow roots very deep into the ground and so they encourage ground water recharge, but they also act as a natural filter. As a technique, you can use things such as bio swales and naturalized drainage swales to divert the salt laden water and filter it naturally through the earth.

Aldr. Lemke: To prevent it from going directly into the river.

Mr. Adesso: Correct.

Chairman Martin: Thank you, very good presentation.

No further discussion.

4.f. Recommendation to approve Resolution in Support of St. Charles Municipal Electric Utility Bid to Illinois Municipal Electric Agency to Host 500KW Solar Plant at 850 Equity Drive.

Tom Bruhl presented. This is an opportunity through IMEA; we are talking about putting in a proposal to host a utility scale solar array. It would be an approximately two acre installation of ground mounted, fixed, solar panels. We are looking at putting it in on a City owned piece of property on the Legacy Development, off Kirk Road at the end of Equity Drive. We are developing a substation on the northern half of this five acre parcel and due to the fact that the parcel was sized for a 138 station and bring in a tower line and that is not in our future for at least two decades, we are going to have approximately half of that property that won't be used in the near future.

IMEA is looking to diversify their sources of power. They currently have portfolio that includes a majority of coal, wind and hydro and they are looking to get solar experience through putting a 500KW array somewhere within the 33 communities that are part of the group. As that, they will be accepting proposals, so it's almost a bid situation and St. Charles is going to be one of many who are going to vie to try to host the site locally. IMEA feels there will be potential EPA regulation benefits from having green sustainable power in the portfolio as they greenhouse gas emissions go through the court systems, there will certainly be benefits to having green (sustainable) generation.

From a St. Charles standpoint, we are interested in the potential to offer this green sustainable power to our constituents as part of what would be called the "Community Solar Project". The generation at our Legacy Station is exactly where you would want to put it from an electrical standpoint in terms of benefit. As I talked before, half the land at Legacy would not be utilized and instead we have a productive use for it. The City will not own it, maintain it or put any capital into it. We will maintain ownership of the property because the proposal would be to lease the property to them, but we would derive the benefits of having this green infrastructure in our City, but without any of the costs of ownership, either up front or maintaining.

I believe this is consistent with our sustainability initiatives. The highlights of what I'm asking for a Resolution today is to show IMEA that we would be interested in discussing a low cost lease of approximately 2 acres of the Legacy Substation property, an interest in the community solar option where if it was cited in St. Charles, that our citizens would be able to have the first opportunity of buying power from it and it could be one component of what we call green infrastructure instead of grey infrastructure where we have bio swales and natural grass plantings and a solar array. It wouldn't be a substation site, it would be more of a green infrastructure site.

In terms of this risk, this is step one and I'm offering to be a champion to bring this to St. Charles, but there are potentially 32 other communities are also interested in hosting it and as such, we might not be selected. The other risk is that if the City's load did grow substantially, although it hasn't for a decade, and we got to the point where we needed to

bring in transmission towers and a 138 system, then we might need that land and at that point, we would be subject to relocating the array. I believe that to be a low risk, based on projections.

The schedule is very compressed. I will find out on Wednesday exactly what the site selection criteria that each City is going to be evaluated on. IMEA will ask for municipalities to put in their proposals in the February/March timeframe and they are going to make a decision by April. After that, they are going out for bids for a construction company to build it and that will happen during the summer and construction would start in late 2015 and we would be generating power in early 2016.

In your packet is a letter of support from the Park District who is the adjacent owner to the east who are very supportive of having this. This will be part of my proposal to IMEA showing that we have community support. In addition, I am seeking a Resolution that would enhance our proposal to IMEA showing community support. In addition, I do have a resident who would like to speak.

John Doster: I live at 528 Horizon Drive West, in the Fifth Ward. I am a long-time supporter of sustainability, solar and renewables, and I would love to see my City champion some kind of solar project and I will do whatever I can to help see this move forward. I would appreciate if you would support the resolution and let's bring solar to St. Charles.

Aldr. Lewis: I would like to thank Mr. Doster for coming out and speaking to us. It's always nice to have residents come and speak in favor of projects.

No further discussion.

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

4.g. Presentation of ComEd Reliability Quarterly Report.

Tom Bruhl presented. We continue to meet with ComEd quarterly. Statistically, this year was a good reliability year for our ComEd lines. I would like to highlight that often times when we do have an equipment related issue, ComEd will take the additional step to review if there are any of those same issues on any of our other lines and will preventatively take those lines off the system to make sure we don't have a recurring problem.

No further discussion.

4.h. Recommendation to approve Public Water Main and Temporary Construction Easements with the Q Center.

John Lamb presented. We are asking approval of a Public Water Main and Temporary Construction Easement with the Q Center for the 5th Avenue Watermain. We will be on Q Center property for this project, so these easements are required to address liability issues.

Staff recommends approval of these easements with the Q Center and a Resolution authorizing same.

No further discussion.

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

4.i. Recommendation to approve Change Order No. 1 for the Red Gate Water Tower Construction Project.

John Lamb presented. This is Change Order No. 1 for our Water Tower Project for a mixing system that will be installed in the tower. Since this is a 1 ½ million gallon tank, we felt that we needed a mixing system to ensure good water quality. This is a \$30,900 addition that will be added to the IEPA Loan.

Aldr. Turner: When will see that tower break through the canopy of trees?

Mr. Lamb: We will be breaking ground in March, they have to wait until the ground thaws out.

Aldr. Turner: How long will construction take?

Mr. Lamb: Projected completion is fall 2016, including painting.

No further discussion.

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

4.j. Recommendation to approve Change Order No. 2 for the Illinois Street Siphon Rehabilitation Project.

John Lamb presented. This is a recommendation to approve Change Order No. 2 for the Illinois Street Siphon. The contractor mistakenly admitted some items that should have gone into Change Order No. 1. This has been reviewed by our consulting engineer and the contractor is due this money.

Staff requests approval of Change Order No. 2 for the Illinois Street Siphon Rehabilitation Project.

No further discussion.

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

4.k. Recommendation to approve Change Order No. 10 with Whittaker Construction and Contract Addendum No. 2 with Trotter and Associates for the Biosolids Building Construction Project.

John Lamb presented. This is a recommendation to approve Change Order No. 10, which is the last change order for the Biosolids Building Construction Project and also a Contract Addendum No. 2 with Trotter and Associates. We are requesting approval of \$175,000 deduct change order which will bring this project back down almost to the original budgeted amount. Those funds will also be used to offset the additional costs from Trotter and Associates associated with the delay in the project. There will be a remaining \$80,000 that will be added to our loan amount for this project. Our Public Works Staff has been working with the Finance Department on this and they are in agreement with taking this action as opposed to doing a budget addition.

Staff requests approval of Change Order No. 2 and Contract Addendum No. 2 for the Biosolids Building Construction Project.

No further discussion.

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

5.a. Recommendation to approve a Resolution to Extend the Intergovernmental Agreement with the County of Kane for Animal Control Services for One Year.

Chief Keegan presented. This is a recommendation to approve a Resolution to extend the Intergovernmental Agreement between the Kane County Animal Control Services and the City of St. Charles. In 2003, the Kane County Board approved a one year contract for animal control services. That contract allowed for two, one year renewals. The last of the two year renewals is in front of you. I'm happy to report that costs have been kept at a minimum and their services have been adequate.

No further discussion.

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

6. Additional Business.

Aldr. Stellato: Pete, can you please give us an update on the 7th Avenue Creek Project?

Mr. Suhr: This public meeting was in regards to the 7th Avenue Creek Project. We had presented the concept of the 7th Avenue Creek Project several months ago to this Committee. The formal public information went out to residents along the 7th Avenue Creek about a month ago and we held our first public information meeting last Wednesday, January 21 at 7:00 p.m. I would like to thank all the Alderman who were there; all the Alderman from the wards that are adjacent to the creek attended and heard the importance of this project.

This really was an informational meeting for the residents and businesses along 7th Avenue. We discussed some of the historic reasons for this project being launched and that reflects back to the rainfall events of September 2008 and April 2013. That, if you recall spawned research from the Federal Emergency Management Agency (FEMA) to study the flood insurance maps (FIRM Maps) in this area. Due to the impacts of the revised FIRM maps, FEMA will be holding public meetings in March and April 2015 to share with the community the differences between the current FIRM maps and what they have studied and revised for those maps. This meeting was to get ahead of that process; the City wanted to inform our residents of FEMA's plans to do this. We provided background information into the flooding in this area and we presented preliminary results of this new FEMA map, we shared information and we wanted to search out comments from the residents and we also suggested that the City is taking action steps in being proactive on this approach. You may recall we have hired HR Green to do a concept study to come up with solutions for the new FIRM maps.

At the meeting we had an opportunity to talk with the residents about some of the terminology that they will be hearing over the next several months as FEMA comes in to do these meetings.

We again reviewed the preliminary results of the FEMA map and we encouraged residents to get involved at this stage. We saw right away that they are involved and will continue to be involved. We had about 30 residents attend, and it was a heated discussion. We had passionate folks here. The meeting lasted at least two hours and some stayed around for an additional 45 minutes or so after the meeting to talk about their particular property locations. That is what we wanted, we wanted feedback from the community; we wanted to understand how these new FIRM maps would impact the residents and we allowed those residents to speak as we gathered information based on that.

We would like to continue your involvement in this project and encourage your support in regard to getting the residents to continue to give us information. We have a nice website set up; we can get that to you if needed. Be on the lookout for information on the next public meeting that will be held sometime in March or April. We will certainly be sending out press releases and will bring forth the information to Government Services so you know exactly when it is. That will be the meeting that FEMA presents and it is sure to draw some more interest from our community.

If FEMA stays on schedule, the revised Flood Maps may be adopted as early as fall or summer of 2016. The City has started the concept study which will be completed late summer or fall 2015.

If you have any Engineering questions, Karen is here in that regard, but we certainly appreciate your support last Wednesday evening and look forward to continuing the discussion.

Aldr. Stellato: Could you please send us the website? I was using the interactive maps and it's a very progressive site and I was very impressed. I guarantee a lot of people in the audience went on it that night and were checking it out because it does offer a lot of information. It's a huge study area; it's about two miles long and cuts through the whole east side of the community.

Aldr. Turner: So the City is going to continue with the study even as FEMA is finalizing their maps?

Mr. Suhr: That's correct, we are taking a parallel approach so we understand what FEMA is doing and we can react as we move forward.

No further discussion.

7. Executive Session

None.

8. Adjournment from Government Services Committee Meeting.

Motion by Aldr. Lemke, seconded by Aldr. Krieger. No additional discussion.
Approved unanimously by voice vote. **Motion carried.**