

**MINUTES  
CITY OF ST. CHARLES, IL  
GOVERNMENT SERVICES COMMITTEE MEETING  
MONDAY, SEPTEMBER 28, 2015, 7:00 P.M.**

**Members Present:** Chairman Turner, Aldr. Stellato, Aldr. Silkaitis, Aldr. Payleitner, Aldr. Lemke, Aldr. Bancroft, Aldr. Krieger, Aldr. Gaugel, Aldr. Bessner, Aldr. Lewis

**Members Absent:** None

**Others Present:** Ray 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; A.J. Reineking, Public Works Manager; Tom Bruhl, Electric Services Manager; Jim Keegan, Police Chief; Joe Schelstreet, Fire Chief

**1. Meeting called to order at 7:01 p.m.**

**2. Roll Call**

**K. Dobbs:**

**Stellato:** Present  
**Silkaitis:** Present  
**Payleitner:** Present  
**Lemke:** Present  
**Turner:** Present  
**Bancroft:** Present  
**Krieger:** Present  
**Gaugel:** Present  
**Bessner:** Present  
**Lewis:** Present

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

**3.b. Tree Commission – Information only.**

**Aldr. Lewis:** I just want to comment that I think it's a great idea they want to expand the Tree Commission to other areas.

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

**AJ Reineking presented.** The City utilizes International truck chassis for a number of our heavy duty vehicle applications including our dump/plow trucks, ambulances, electric line trucks and the sewer vactor. Rush Truck in Carol Stream is the nearest International dealer to the City. Rush Truck has three other locations in Huntley, Joliet and Chicago. They are a preferred supplier for parts for International Equipment because of their availability. Generally Carol Stream stocks all the parts that we need which allows us to be selective of what we stock in-house, which ultimately reduces downtime of the vehicles. The parts are the original equipment manufacturer which means there is no extra fabrication needed. Their price is competitive for like quality parts. In addition, Rush offers technical repair services beyond the scope of our typical services.

If there are no questions, staff recommends waiving the formal bid procedure and approving a purchase order with Rush Truck for parts and repairs in an amount not to exceed \$40,000.

**Aldr. Gaugel:** Do we have any kind of pricing agreement established with this vendor or is it strictly on an as needed basis?

**Mr. Reineking:** It's on an as needed basis.

No further discussion.

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

**4.b. Recommendation to approve Design Engineering Agreement with Wills Burke Kelsey Associates for the Illinois Bridge Repair Project.**

**Karen Young presented.** In accordance with the National Bridge Inspection Standards, the City does inspections every two years on the Illinois Bridge to check for any deficiencies and maintenance requirements that we need to do. The last time this bridge was inspected was in 2014 and was performed by Wills Burke Kelsey Associates (WBK) of St. Charles. Based on that inspection, there were some maintenance needs to be addressed. We are looking to bring WBK on board as an extension of their current contract to do the design work, specs and cost estimating for future repairs.

If there are no questions, staff recommends approval of a Design Engineering Agreement with Wills Burke Kelsey Associates for the Illinois Bridge Repair project in the amount of \$27,150.

No further discussion.

**Aldr. Silkaitis:** If this is approved, will we be doing the work next year?

**Mrs. Young:** If approved in the budget, we could, yes.

**Aldr. Silkaitis:** Is it in the budget?

**Mrs. Young:** Yes, there is some funding in the budget. Based on these repairs, we may have to adjust the dollar amount according to the actual design.

**Aldr. Silkaitis:** Is there any range of what the final bill will be?

**Mrs. Young:** Not yet, but that is the purpose of this -so we can put the appropriate funds in the budget.

**Aldr. Lemke:** You say this is an extension of the current contract. Do you mean the current contract for the Illinois Street Bridge Maintenance?

**Mrs. Young:** It is an extension of their bridge inspection contract.

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

**Motion carried**

**4.c. Recommendation to approve Right of Way Agreement for 1336 Geneva Road with Warren and Sandra Drewes.**

**Karen Young presented.** The City has been working on a long term project to extend a culvert at 1336 Geneva Road, basically on the border between Geneva and St. Charles on Rt. 31. We have been working with that property owner to get a Right of Way Agreement which is the first step in the process. This culvert extension would provide us the opportunity to extend the sidewalk on the east side of the street, connecting the gap between St. Charles and Geneva that currently exists. We have been working with the property owner and they were generous enough to donate the property to the City.

If there are no questions, staff recommends approval of a Right of Way Agreement for 1336 Geneva Road with Warren and Sandra Drewes.

No further discussion.

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

**Motion carried**

**4.d. Recommendation to approve Permanent Utility Easement for 911 N. Fourth Avenue with John and Sherri Breckenfelder.**

**Karen Young presented.** This is for a utility easement at 911 N. Fourth Avenue with John and Sherri Breckenfelder. This is a permanent utility easement as part of the current project for the water main improvements. A new service is required at their property; in taking a look at the property, there is significant landscaping and mature trees in this area, so we would like to avoid any damage or loss of that material.

We worked with the property owners to have them donate an easement to us to put the water service just outside the Right of Way without impact to their existing landscaping, which will also allow us to do maintenance in future years if needed.

If there are no questions, staff recommends approval of a permanent utility easement for 911 N. Fourth Avenue with John and Sherri Breckenfelder.

**Aldr. Gaugel:** I want to commend Karen Young, as well as Peter Suhr. We met with the homeowners in May; they were very concerned about the landscaping. Karen and Peter did an outstanding job of meeting with them and putting their concerns to rest. Thank you very much, you did an excellent job with working with the property owner; they couldn't be happier.

No further discussion.

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

**4.e. Recommendation to Waive the Formal Bid Procedure and approve a Contract for the Resurfacing of the Public Works Facility Parking Lot.**

**Karen Young presented.** We have a large parking lot at the Public Works Facility. We have programmed over the next several years to resurface sections at a time to spread the budget dollars. The next location that we are looking to resurface is by the gas pumps behind the Public Works Facility. We currently have Schroeder Asphalt Services under contract to do the surfacing under our 2015 MFT Contract and thought it would be advantageous for us to take advantage of the low unit prices based on a much larger contract. Schroeder Asphalt has agreed to do this work under their current unit prices. This work is being funded by our electric, water and sanitary divisions.

If there are no other questions, staff recommends waiving the formal bid procedure and approve the contract for the resurfacing of the Public Works Facility Parking Lot with Schroeder Asphalt Services in the amount of \$45,000.

No further discussion.

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

**4.f. Recommendation to approve Surveying and Preliminary Design Analysis with H.R. Green for the Fairview Drive Reconstruction and Utility Project.**

**Karen Young presented.** We have proposed work for the Fairview Drive Reconstruction from Oak Street to South 19<sup>th</sup> Street. This project includes two different dynamics; one is the actual reconstruction of the roadway and the second is the possible relocation of the sanitary and watermain from rear yard utilities to the front yard to allow us to have greater access in the future if there are necessary repairs. As part of this work, we need to do an analysis to determine how feasible it is to move those utilities to the front yard, so we are looking to get a full roadway survey to help with the design work and also an internal analysis of the homes; it is important for us to get an internal analysis of the homes to determine if we have enough depth to move those utilities to the front yard and we need to have an understanding of what's going on in each home and how much reconfiguration that may or may not take. This is our step in the process to determine how feasible it is, so we are looking to get that survey work done. The consultant will also do a preliminary concept design and cost estimate to determine how much that project could cost in the future.

We are currently working with H.R. Green; they did a fabulous job working with over 100 residents on the 7<sup>th</sup> Avenue Creek Project. We received a lot of positive comments back regarding their interaction with our residents, so we felt this is an appropriate project for them. Their hourly rates are consistent with the previous project for this type of work and falls in line with the appropriate scope, so we are looking to utilize H.R. Green for this project as well.

If there are no questions, staff recommends approval of the surveying and preliminary design analysis with H.R. Green for the Fairview Drive Reconstruction and utility project in the amount of \$44,600.

**Aldr. Lewis:** Have you contacted any of the homeowners yet about this project?

**Mrs. Young:** We have not. That is our next step in the process; there will be a detailed letter sent out that explains the purpose and the steps of the process.

**Aldr. Lewis:** But if they should read about this after tonight, I don't want them caught by surprise.

**Mrs. Young:** I agree.

**Chairman Turner:** If you do move this to the street, are they going to be responsible for the cost going from the street to the home or not?

**Mrs. Young:** That is part of the process that we are going to work through to get a full understanding. At this point, it's a feasibility study to get an understanding if it's even possible and then we will work through that process. We are also having conversations with our Building and Code Department so we understand everything that will be required from them as well.

**Chairman Turner:** In that area, everything is the back yards?

**Mrs. Young:** Yes, and this is one project. In the future years, as we look at future reconstruction, we want to look at the condition of the existing utilities to see if there is a need to convert them from the rear to the front, so that's what we are working on as far as determining what that process is going to be and the costs associated with that.

**Aldr. Lewis:** If you have to do this again in future projects, will you need another feasibility study or will this one take care of it for the entire project?

**Mrs. Young:** We will have to do an analysis on most of them. Surveying for the road is always needed for a reconstruction project, but we need to get into each of the homes to have an understanding because each home has a different dynamic.

No further discussion.

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

**5.a. Recommendation to approve Minor Changes to the Rules and Regulations of the Board of Fire and Police Commissioners.**

**Fire Chief Schelstreet presented.** This is administrative housekeeping item. During the last process to hire full time firefighter/paramedics, we did a review of the Rules of the Board of Fire and Police Commissioners. It was noted there was a minor conflict in the Rules regarding preference points. Statute allows for the Board to award preference point for several different topics. The Board has chosen to award preference points for those candidates who would have an Associate's Degree in either Fire Science or Emergency Medical Services. Page six of the Rules omitted the preference points for the Emergency Medical Services Associates Degree. Page 14 was correct, the Board always intended to award those points; they approved the minor change at their meeting on August 4. Since we were in a testing process, it was not appropriate to bring this item to you at that time. That process has been concluded, the people were awarded the points as the Board desired. This change would become effective upon your approval.

No further discussion.

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

**5.b. Recommendation to approve the Movement of the Fire Department Monument to Volunteer Plaza.**

**Fire Chief Schelstreet presented.** This item has a tremendous amount of support and I am very pleased to bring this to you. This evening I am joined by a number of members of the Department; the Union President, the President of the Foreign Fire Insurance Board and a number of members of the monument committee. In 1974, the Fire Department, the Paid On Call Organization at that time commissioned the monument that was installed at the Baker Park. The Baker Park looked much different in 1974 than it does currently. If anyone is familiar with where this monument is located, it's in the middle of a flower garden right now.

Members of the department and I joined in an initiative to discuss moving the monument to a more appropriate location. We desire to move this monument to Volunteer Plaza. We would like to take a greater opportunity to utilize the monument to have gatherings such as 9-11 Remembrances, Honor Guard Ceremonies for retirements and other official Fire Department functions. In starting to discuss this project, we identified a budget that does not include City budgeted money.

In regard to the funds; when the Paid On Call Organization was dissolved during the challenges of the great recession, there was \$7,500 left in their fund, so we are going to utilize that. The Foreign Fire Insurance Board has allocated up to \$25,000, and the Union has also voted to support the project with \$1,500 for a total budget of approximately \$34,000 to make this happen.

The only City money that may be utilized is as a contingency; for example, if there would be an issue with the sprinkler system that would be paid for with City funds. I don't foresee that, but I want to be as transparent as possible.

I contacted the Park District and they were not only supportive, but I recently received an e-mail from Lisa who was wondering when we were going to get it done because they would like to do landscape renovations at Baker Park. There is an existing bench that Chief Larry Swanson's family donated when Chief Swanson passed. We have been in contact with them and they are agreeable to have the bench moved as well. We are also going to be utilizing the original vendor, Terry Carlson from St. Charles Memorial Works. Terry was a Paid On Call in 1974 and he did the original work and has always maintained the monument.

In addition, we are going to do some enhancements to the project area and I would like to invite two gentlemen from the Committee to discuss that.

**Firefighter Tinsley, Truck Company 101 at Station 1.** I'm also responsible for our Fire Department Honor Guard. In order to have the monument moved, we are going to have to put a new base down, as well as the rear of the monument inscribed with the Firefighters Prayer. The new area is a triangular area directly north of this building

between the riverwalk and the curb, so we wanted all three sides to be visible. We currently have one green park bench that is facing the monument currently; we are going to add another bench that will face the monument. At the far west point of the triangle, we have a flag being installed so we can put the Firefighters Memorial Flag up and use it for ceremonies.

There is currently a bollard light, we are purchasing one more to match it so there will be one light on each side of the monument. The entire area right now is mulch; we are planning on installing Uniblock Pavers installed with a black border and red pavers in the middle that will be suitable for engraving.

No further discussion.

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

**Motion carried**

**6. Additional Business.**

None.

**7. Move to go into Executive Session to discuss Collective Bargaining.**

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

**K. Dobbs:**

**Stellato:** Yes

**Silkaitis:** Yes

**Payleitner:** Yes

**Lemke:** Yes

**Bancroft:** Yes

**Krieger:** Yes

**Gaugel:** Yes

**Bessner:** Yes

**Lewis:** Yes

**8. Adjournment from Executive Session.**

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

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

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