

**AGENDA  
CITY OF ST. CHARLES, IL  
GOVERNMENT SERVICES COMMITTEE MEETING  
WILLIAM TURNER, CHAIRMAN**

**MONDAY, AUGUST 24, 2015, 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.
- 4. PUBLIC WORKS DEPARTMENT**
  - a. Recommendation to award the Bid for Fall 2015 and Spring 2016 Tree Planting to St. Aubin Nursery.
  - b. Recommendation to Reject Bids for Cable Storage Shed.
  - c. Recommendation to approve and accept Easement at 2425 W. Main Street (Buona Beef).
  - d. Recommendation to approve Change Order No. 2 for the Red Gate Water Tower Construction Project.
  - e. Recommendation to Waive the Formal Bid Procedure and approve the Purchase of a Sanitary Sewer Trailer Pump.
  - f. Presentation to Provide Update on North 5th Avenue Watermain Project – Information Only.
  - g. Presentation to Provide Update on Woods of Fox Glen Creek Stabilization – Information Only.
- 5. POLICE DEPARTMENT**

- a. 2015 Walk to End Alzheimer's – Information Only.
- b. Recommendation to approve Use of Amplification Equipment and a Resolution for the Closure of Routes 64 and 31 for the Holiday Homecoming Parade.
- c. Recommendation to approve Downtown St. Charles Partnership Request for Use of Amplification Equipment and to Close 1<sup>st</sup> Street to Host Lighting of Lights in the 1<sup>st</sup> Street Plaza.

**6. ADDITIONAL BUSINESS**

**7. EXECUTIVE SESSION**

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

**8. ADJOURNMENT**



**AGENDA ITEM EXECUTIVE SUMMARY**

Title: Electric Reliability Report – Information Only

Presenter: Tom Bruhl

*Please check appropriate box:*

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 08.24.15
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

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

**Executive Summary:**

For information only.

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

\*July 2015 Outage Report

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

For information only.

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

City of St. Charles  
July 2015 Outages

OUTAGE No.	DATE	TIME OFF	TIME ON (Min)	AREA AFFECTED	CIRCUIT No.	CAUSE/RESPONSE	NO. OF CUST.	OUTAGE MINUTES	MAJOR CATEGORY	SUB CATEGORY
1	7/1/2015	9:00 AM	180	E. High School; 1220 Dunham Rd.	713	Scheduled Outage to update City system	1	180	Scheduled	SCMEU
2	7/4/2015	7:50 AM	0	S.W. side of town W. of Randall Rd.	56931	Com Ed breaker trip/close. Primary metering failure on Peck Road. PT bushing damaged.	2795	0	ComEd	L56931
3	7/5/2015	7:41 AM	0	Riverside Ave., S. 7th Ave., PWG, S. E. side of town	311/312	Balloons in mainline caused recloser response, tripped & reclosed.	1427	0	Others	Balloons
4	7/12/2015	2:40 PM	100	910 Home St.	624	Service failure.	1	100	Equipment	Service
5	7/14/2015	9:31 PM	0	S. 12th Ave.	311/312	Tree on S. 12th Ave. caused momentary interruption for circuit.	1427	0	Tree	Small Branch
5	7/14/2015	9:31 PM	89	S. 12th Ave., Fern Ave. & Hidden Glen Cir.	311	Small twig fell off large tree.	41	3,649	Tree	Small Branch
6	7/16/2015	4:53 PM	0	S.W. side of town W. of Randall Rd.	56931	Com Ed breaker trip/close. ComEd confirmed 138kV issue, not problem with 34.5kV system.	2795	0	ComEd	L56931
7	7/17/2015	10:30 AM	246	1600 block of 13th Ave. & Lucylle Ave.	311	Overhead transformer failure.	7	1,722	Equipment	Transformer
8	7/17/2015	6:00 PM	75	714 Cedar Ave.	311	Parkway tree limb fell and ripped service off of house.	1	75	Tree	Large branch
9	7/20/2015	7:47 AM	0	E. Main; 2500 & 2900 Block	534	Switchgear flash @ 2701 E. Main St. caused momentary interruption. Switchgear replaced.	47	0	Equipment	Switch
10	7/22/2015	8:00 PM	270	3800 E. Main St.; Mall	731	Second floor of electrical room had fault in equipment causing transformer & switchgear to blow fuses.	1	270	Others	Customer
11	7/30/2015	3:15 PM	103	1412 S. 7th Ave.	311	WOW Internet Cable Co. improperly dragged their messenger cable over City secondary services	1	103	Others	WOW Cable.
						<b>Total of Interrupted Minutes</b>				<b>6,099</b>
						<b>Total SAIDI*</b>		<b>0.395</b>		
						Total of ComEd Interrupted Minutes	<b>0.000</b>			
						Total SAIDI without ComEd		<b>0.395</b>		
							<b>0.000</b>			
						*System Average Interruption Duration Index (SAIDI)				



## AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Award the Bid for Fall 2015 & Spring 2016 Tree Planting to St. Aubin Nursery

Presenter: AJ Reineking

*Please check appropriate box:*

	Government Operations	X	Government Services 08.24.2015
	Planning & Development		City Council

Estimated Cost:	Bid Unit Price Not to Exceed \$150,000.00	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

On August 10, 2015, bids were opened for tree purchase and planting services for the Fall 2015 and Spring 2016 Parkway Tree Planting Programs. The invitation to bid was publicly posted and published in addition to being directly sent to seven nurseries and landscape companies. This advertisement furnished three bids, of which St. Aubin Nursery (Kirkland, IL) was the lowest responsive, responsible bidder.

While inspections and removals are being performed on a daily basis throughout the year, it is anticipated that between 200 and 250 trees will be planted in each of the program seasons this fiscal year. The replacements include 54 recent Ash Tree removal sites. The remaining 216 public Ash trees that were surveyed in June will be monitored to ensure their continued viability. Given that the EAB removals have tapered, \$75,000 was budgeted for each of the spring and fall plantings.

Staff has worked with consultant arborist group, Graf Tree Care, to develop a planting list that will improve the diversity of the City's urban forest, which will add an aesthetic diversity to the canopy, but will also help to minimize the impacts of diseases or infestations that affect a single species of tree more than another.

The unit price includes the cost of the tree, the installation, mulching, initial watering, as well as a two-year warranty.

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

\*Bid Tabulation \*St. Aubin Itemized Bid \*Bid Specification Details

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

Recommendation to award the bid for Fall 2015 and Spring 2016 Tree Planting Program to St. Aubin Nursery in the submitted bid amounts, not to exceed \$150,000.00.

*For office use only:* Agenda Item Number: 4.a

Fall 2015 & Spring 2016 Parkway Tree Planting Program  
 Bid Tabulation

	Fall 2015 Trees (Based on 253 Trees)	Spring 2016 Trees (Based on 256 Trees)	Mulch	Labor	Total
St. Aubin Nursery	\$ 79,507.50	\$ 85,070.00	Included	Included	\$ 164,577.50
Brancato Landscaping Inc.	\$ 85,215.00	\$ 89,025.00	Included	Included	\$ 174,240.00
Pedersen Company*	\$ 92,106.00	\$ 99,589.00	\$ 5,130.00	Included	\$ 196,825.00

*\*Added Three (3) Additional Trees to Spring 2016 Planting List*

FALL 2015 TREE PROGRAM BID FORM

2 1/2"

Species	Count	Unit Cost In Dollars (\$)	Total Cost (Unit Cost x Count)
Elm-Hybrid	25	\$297.50	\$7437.50
Hackberry	25	\$297.50	\$7437.50
Kentucky Coffeetree	25	\$297.50	\$7437.50
Ginkgo	19	\$397.50	\$7552.50
Catalpa-Northern	13	\$297.50	\$3867.50
<del>Dogwood spp</del>	13	Sub	—————
Hawthorn	13	\$297.50	\$3867.50
Serviceberry	13	\$297.50	\$3867.50
Tree Lilac	13	\$297.50	\$3867.50
<del>Horsechestnut</del>	13	Sub	—————
Linden-Littleleaf	10	\$297.50	\$2975.00
Alder	8	\$297.50	\$2380.00
Buckeye-Ohio	6	\$347.50	\$2085.00
Buckeye-Yellow	6	\$347.50	\$2085.00
Honeylocust	6	\$297.50	\$1785.00
Black Locust	6	\$297.50	\$1785.00
Larch	6	\$367.50	\$2205.00
Maple-Miyabei	6	\$297.50	\$1785.00
Maple-Shantung	6	\$297.50	\$1785.00
Yellowwood	6	\$397.50	\$2385.00
Zelkova	6	\$367.50	\$2205.00
Hardy Rubber Tree	3	\$367.50	\$1102.50
Katsura	3	\$327.50	\$982.50
<del>Pagodatree</del>	3	Sub	—————

TOTAL COST OF FALL TREES:\$ 70,880.00

\*Please draw a line through any species above that you are unable to procure and fill out the table below with your proposed substitute.

Proposed Fall Substitute Species:

Substitute tree species	Substituted For	Count	Unit Cost	Total Cost
Iowa Crab Malus Ioensis (Native)	Dogwood (shouldn't be planted in fall)	13	\$ 297.50	\$ 3867.50
Black Maple	Horse chestnut	13	\$ 297.50	\$ 3867.50
Basswood	Pagoda tree	3	\$ 297.50	\$ 892.50
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

TOTAL COST OF PROPOSED SUBSTITUTE TREES: \$ 8627.50

**SPRING 2016 TREE PROGRAM BID FORM**

Species	Count	Unit Cost <i>In Dollars (\$)</i>	Total Cost <i>(Unit Cost x Count)</i>
Elm-Hybrid	20	\$297.50	\$5950.00
Hackberry	15	\$297.50	\$4462.50
Kentucky Coffeetree	15	\$297.50	\$4462.50
Bald Cypress	15	\$337.50	\$5062.50
Dogwood spp	10	\$367.50	\$3675.00
Ginkgo	10	\$397.50	\$3975.00
Hawthorn	10	\$297.50	\$2975.00
Oak, Swamp White	10	\$337.50	\$3375.00
Serviceberry	10	\$297.50	\$2975.00
Tree Lilac	10	\$317.50	\$3175.00
London Planetree	5	\$327.50	\$1637.50
Alder	5	\$297.50	\$1487.50
Birch, River	5	\$327.50	\$1637.50
Buckeye, Ohio	5	\$347.50	\$1737.50
Buckeye, Yellow	5	\$347.50	\$1737.50
Hornbeam, European	5	\$337.50	\$1687.50
Horsechestnut	5	\$347.50	\$1737.50
Maple, Hedge	5	\$337.50	\$1687.50
Maple, Miyabei	5	\$317.50	\$1587.50
Maple, Shantung	5	\$307.50	\$1537.50
Oak, Burr	5	\$337.50	\$1687.50
Oak, English	5	\$337.50	\$1687.50
Oak, Red	5	\$337.50	\$1687.50
Oak, White	5	\$367.50	\$1837.50
Sweetgum	5	\$347.50	\$1737.50
Tuliptree	5	\$337.50	\$1687.50
Yellowwood	5	\$397.50	\$1987.50
Zelkova	5	\$367.50	\$1837.50
Blackgum	5	\$357.50	\$1787.50
Beech, European	3	\$407.50	\$1222.50
Hornbeam, American	3	\$367.50	\$1102.50

Oak, Shingle	3	\$347.50	\$1042.50
Dawn Redwood	3	\$347.50	\$1042.50
<del>Golden Raintree</del>	3	Sub	_____
<del>Horsechestnut, Red</del>	3	Sub	_____
Ironwood	3	\$407.50	\$1222.50
Katsura	3	\$337.50	\$1012.50
Larch	3	\$347.50	\$1042.50
<del>Pagodatree</del>	3	Sub	_____
<del>Persian Ironwood</del>	3	Sub	_____
Persimmon	3	\$387.50	\$1162.50

**TOTAL COST OF SPRING TREES:**      \$ 81,350.00

\*Please draw a line through any species above that you are unable to procure and fill out the table below with your proposed substitute.

**Proposed Spring Substitute Species:**

Substitute tree species	Substituted For	Count	Unit Cost	Total Cost
Black Walnut	Golden Raintree	3	\$297.50	\$892.50
Chinkapin Oak	Red Horsechestnut	3	\$337.50	\$1012.50
China Snow Lilac	Pagodatree	3	\$307.50	\$922.50
New Harmony American Elm	Persian Ironwood	3	\$297.50	\$892.50
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

**TOTAL COST OF PROPOSED SUBSTITUTE TREES:**      \$ 31,720.00

**Total Cost Schedule:**

In accordance with Specifications on file with St. Charles Public Works, we propose to supply, install, and establish a 2-year warranty for the following tree species at the following costs:

ITEM	DESCRIPTION	COST
Materials	Cost of Trees (sum of above Spring & Fall tree lists and Substitutes)	\$ 164,577.50
	Cost of Mulch Materials	\$ 0.00
Labor	Cost of Labor (planting, watering, mulching)	\$ 0.00
<b>TOTAL COST: (Mulch + Labor Included)</b>		<b>\$ 164,577.50</b>
AVG. UNIT COST	Total Cost/500	\$ 329.15

**PLEASE PRINT:**

VENDOR: St. Aubin Nursery

ADDRESS: 35445 Irene Road, Kirkland, IL 60146  
City Zip Code

PHONE: (815) 522-3535 CELL: (815) FAX: (815) 522-6663  
(Area code) (Area code) (Area Code)

NAME: Todd Sullivan TITLE: President

AUTHORIZED SIGNATURE:  DATE: 8-5-15

**“BID FOR ST. CHARLES 2015/2016  
PARKWAY TREE PLANTING PROGRAM”**

The individual responsible for administering this program is AJ Reineking, Public Works Manager. Questions or requests for additional information should be directed to him at (630)377-4405 or areineking@stcharles.il.gov. The City reserves the right to reject any and all bids, to waive technicalities, and accept the bid deemed to be in the best interest of the City.

Enclosures:   General Conditions  
                  General Information  
                  Specifications  
                  Bid Form  
                  Planting Detail  
                  Affidavits and Certifications

**General Conditions**

**Insurance Requirements:** The successful bidder shall list the City of St. Charles as additionally insured and meet all of the requirements of the Insurance criteria listed herein.

**Indemnity Hold Harmless Provision:** To the fullest extent permitted by law, the Approved Planting Contractor hereby agrees to defend, indemnify, and hold harmless the City of St. Charles, its officials, agents and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anyway accrue against the municipality, its officials, agents and employees, arising in whole or in part or in consequence of the performance of this work by the Contractor, its employees, or subcontractors, or which may in any way result therefore, except that arising out of the sole legal cause of the municipality, its agents or employees, the Contractor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the municipality, its officials, agents and employees, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.

**Payment:** Payment will be made within 30 days of receipt of invoice and upon inspection of the work and provisional acceptance of the work by the Public Works Manager or designee. Adjustments in contract quantities must be pre-approved for payment consideration.

**Prevailing Wage:** None of the trees planted under this program shall be planted related to a construction or public works improvement project. All trees planted are to be replacement trees for those that have been/will be removed due to Emerald Ash Borer or other infestation or disease, trees that are irreparably damaged, or trees that constitute a hazard. As such, this program does not fall under the parameters of the Illinois Prevailing Wage Act per the FAQ section listed on IDOL's website at the following link:

<http://www.illinois.gov/idol/FAQs/Pages/Landscaping.aspx>

# CITY OF ST. CHARLES

## 2015/2106 PARKWAY TREE PLANTING PROGRAM

### PROJECT UNDERSTANDING AND APPROACH

The City of St. Charles is seeking bids to establish a contract for the provision and planting of specified varieties of quality parkway trees for the City of St. Charles in the Fall of 2015 and the Spring of 2016. This project will be overseen by St. Charles' Urban Forestry Consultant and City staff.

### SPECIFICATIONS FOR PLANTING PARKWAY TREES

#### 1. GENERAL INFORMATION

**Submitting Bid:** Planting Contractor is requested to submit a price per unit for each tree type. This contract is a **Unit-Cost** contract. Some plantings may be removed from, or added to the supplied list prior to contract completion. Ample notice will be given to the Approved Planting Contractor if a site is to be removed from or added to the project. A total of 500 trees has been used to best estimate the overall cost of the project for both the fall and spring planting seasons, with approximately 250 trees anticipated to be planted per season. This is an estimate and shall not be interpreted as a minimum guaranteed quantity. The actual quantity will be determined based on bid pricing received, budgetary availability, and removals performed. Subcontractors may be utilized with the consent of City staff.

The timing of the award of this bid is anticipated as follows:

Milestone	Time/Date
Bids Due to the City	10:00 AM / Monday, August 10, 2015
Recommendation to Government Services Committee	Monday, August 24, 2015
Approval By City Council	Monday, September 7, 2015

A purchase order will be issued upon City Council authorization and receipt of insurance documentation and bonds from the successful bidder.

**Timing of planting:** Timing of planting is critical to the success of this project. Timing of planting for the Fall of 2015 shall be between September 8, 2015 and November 15, 2015. The November 15 deadline may be extended (with the consent of the City) in the event of inclement weather conditions during the time of planting. Timing of the Spring planting shall be from the time the final frost has receded to June 1, 2016.

**Locations of Work:** A list of addresses of parkway tree planting locations will be provided to the successful contractor prior to planting. The contractor will be responsible for calling J.U.L.I.E. at (800) 892-0123 to have underground utilities marked prior to planting. Individual tree planting locations will be provided by the Urban Forestry Consultant in the form of Excel Worklists, along with hardcopy, .pdf, and .kml maps for use on Google Earth. These lists and

maps will not be routed. Routing of the lists will be the responsibility of the contractor. The Urban Forestry Consultant will be responsible for any alterations to the supplied plan.

**Hours of Work:** Work shall be performed from 7:00 am to 7:00 pm. Monday through Friday, and 7:00 am to 5:00 pm Saturday. All weekend work must be approved in advance by City of St. Charles staff.

**Communications/Public Relations:** Contractor is required to notify the Public Services Division Manager one week in advance of beginning work and to check in weekly to report progress of work and any issues or problems. Contractor shall at all times maintain good relations with the public and respectfully answer questions from the public. Contractor will be required to direct inquiring residents to the Public Services Division Manager.

**Water Source:** Contractor will be permitted access to water at the St. Charles Wastewater Treatment Facility for the purpose of filling tanks to water during initial planting of trees free of charge.

**Safety:** The contractor shall exercise every precaution for the protection of persons and properties. The contractor shall provide their work crews with the necessary personal protective equipment to safely complete their work.

## 2. ASSURANCES/SPECIFICATIONS

**Species:** The species selected for this project, and their specific locations, were determined by the Urban Forestry Consultant using industry Best Management Practices (BMPs). If species that are called for in the attached Species List cannot be procured in full, substitution may be made by the Planting Contractor, but only at the discretion of the Urban Forestry Consultant and City staff.

**Inspection:** The Urban Forestry Consultant and/or City staff will visit the nursery with the Planting Contractor, and identify one or more trees for each species on the Species List that conform to health and aesthetic parameters set forth in the following section. This consultation will serve as a benchmark for what stock will be considered acceptable. Upon delivery of nursery stock by the Planting Contractor, the Urban Forestry Consultant will inspect all delivered material, and reserves the right to reject any item which is deemed to not meet specifications. Any material deemed unacceptable will be replaced at no cost to the City. During and after planting, the Urban Forestry Consultant will inspect planting practices and end results, and retains the right to notify the Planting Contractor of noncompliance, at which point the nursery must take corrective action at no charge to the City.

**Health and Aesthetic Parameters:** All stock shall be between 2.5" and 4" Balled and Burlapped (B&B) trees, unless otherwise approved. 2.5" caliper trees shall be the preferred size, but other sizes may be approved by consent of the Urban Forestry Consultant. Trees which have a multi-stem growth habit will be judged by adding the diameters of the individual stems, or by height above the root collar. For trees judged by height above the root collar, a height of no less than 5' shall be considered acceptable. All stock shall be in good to excellent condition, and have good to excellent architecture for the species in question. No multiple leaders, cracked major branches, leans of greater than 15 degrees, dead major limbs, moderate to severe wounding, diseased or infested stock, degraded root balls, or other such defect shall be accepted. Trees not in compliance with these guidelines will not be accepted.

**Planting:** The Planting Contractor's crew shall be comprised of experienced plantsmen with at least one year of prior tree planting experience. Planting pits shall be hand dug by the Approved

Planting Contractor with sloped sides and flat bottoms. Sides will be gently roughed with a shovel or similar implement prior to installation. Excavated soil will be used as backfill. All trees shall be planted to the depth of the root collar. After backfilling, excess soil shall be removed before watering and mulching. See attached diagram for proper planting specifications. No wrapping, staking, or other modifications to the prescribed planting shall be performed by the Planting Contractor without the express prior consent of the Urban Forestry Consultant or City staff. **See Attached Detail.**

**Mulch:** All trees shall be mulched with no more than a 3” deep layer of shredded hardwood mulch after the initial watering. Mulch rings shall conform to attached specifications. Each site shall be cleared of all debris, excess soil, containers or tools before moving to the next planting site. If during post-planting inspection, mulch has been applied incorrectly, it will be identified and remedied at the Planting Contractor’s cost.

**Watering:** The Approved Planting Contractor will provide a minimum of 5 gallons of water to each new planting immediately after planting (within 1 day preferred). Since some of the planting may occur during dormancy, continued watering may not be necessary.

**Replacement Guarantee:** The contract will guarantee all installed material for a period of no less than two (2) years after installation. Details of how the Replacement Guarantee will function must be established before this contract will be finalized and an order to proceed is issued. Replacement Guarantee details will depend on the Approved Planting Contractor’s existing warranty specifications. It is generally anticipated that the City of St. Charles will assume financial responsibility for replacement costs after the Approved Nursery’s warranty period has ended. The Planting Contractor will not be responsible for replacing trees which did not survive due to any reason other than planting practice or vigor, such as (but not limited to) automobile accident, vandalism, gross homeowner neglect, or other such activities.



## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Reject Bids for Cable Storage Shed
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Presenter:	Tom Bruhl
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*Please check appropriate box:*

	Government Operations	X	Government Services 08.24.15
	Planning & Development		City Council

Estimated Cost:		Budgeted:	YES	X	NO	
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**Executive Summary:**

The City hired Kluber Architects and Engineers to provide a design and set of plans for a building to protect our electric cable inventory assets from the weather and from theft. The Purchasing Division went out for bids and received six responses. All of the responses were over the original budget estimate. We are recommending rejecting all bids. Staff will work with Kluber to modify the specifications to reduce cost and rebid.

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

\*Bid Tabulation

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

Recommendation to reject bids for cable storage shed.

*For office use only:*

*Agenda Item Number: 4.b*





**AGENDA ITEM EXECUTIVE SUMMARY**

Title: Recommendation to Approve and Accept Easement at 2425 W. Main Street (Buona Beef)

Presenter: Tom Bruhl

*Please check appropriate box:*

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 08.24.15
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

Estimated Cost:	\$0	Budgeted:	YES	NA	NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

As part of the development at 2425 W. Main Street, the electric utility system was extended to provide a new service. Additionally, conduits were placed to provide service from the new system to a future building to the west and to Rental Max to the east. The owner has provided an easement allowing the City to own and maintain our infrastructure on their property, and access to the facilities for the future building and rental max. The City Attorney has reviewed the document and approved such.

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

\*Easement document \*Drawing

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

Recommendation to approve and accept an Easement at 2425 W. Main Street.

<i>For office use only:</i>	<i>Agenda Item Number: 4.c</i>
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BY CORPORATION

CITY OF ST. CHARLES, ILLINOIS

UTILITY EASEMENT

THIS INDENTURE, made in the City of St. Charles, State of Illinois, by and between ST. CHARLES MAINSTREET PARTNERS, LLC (Owner of Parcels 2 and 3) and 2415 ST. CHARLES, LLC (Owner of Parcel 1). (hereinafter referred to as "CORPORATIONS") and the CITY OF ST. CHARLES, a MUNICIPAL CORPORATION, organized and existing under the laws of the State of Illinois, of Kane and DuPage Counties, Illinois, (hereinafter referred to as "CITY").

WITNESSETH: That CORPORATIONS in consideration of the sum of Ten (\$10.00) Dollars and other good and valuable consideration paid to him by CITY, the receipt and sufficiency of which is hereby acknowledged does hereby grant and give unto the CITY a perpetual easement over, under and upon the following described real estate for the construction, reconstruction, restoration, maintenance, review, access and repair of public Electric Utility facilities including, but not limited to poles, communication equipment, cable television, service connections, and such appurtenances and additions thereto as said CITY may deem necessary, together with the right of access thereto for the necessary personnel and equipment to do any or all of the above work provided. The right is also hereby granted to said CITY to cut down, trim or remove any trees, shrubs or other plants that interfere with the operation of or access to said installations in, on, upon, across, under, or through said easement. The real estate described hereafter may be used by CORPORATIONS for shrubs, landscaping, and other purposes that do not then or later interfere with the aforesaid uses and rights.

LEGAL DESCRIPTION

PARCEL 1

THAT PART OF LOT 1 IN BUONA ST. CHARLES, BEING A SUBDIVISION OF THAT PART OF THE SOUTHEAST 1/4 OF SECTION 29 AND PART OF THE NORTHEAST 1/4 OF SECTION 32, ALL IN TOWNSHIP 40 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED APRIL 3, 2015 AS DOCUMENT 2015K016627, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF LOT 2 IN SAID BUONA ST. CHARLES SUBDIVISION; THENCE SOUTH 04 DEGREES 27 MINUTES 28 SECONDS WEST, ALONG THE COMMON LINE BETWEEN LOTS 1 AND 2 IN BUONA ST. CHARLES SUBDIVISION, 148.17 FEET; THENCE NORTH 67 DEGREES 55 MINUTES 26 SECONDS EAST, 11.18 FEET TO A POINT 10.00 FEET EAST OF SAID COMMON LINE, ALSO BEING THE EAST LINE OF A PUBLIC UTILITIES AND DRAINAGE EASEMENT GRANTED BY DOCUMENT 2015K016627, SAID POINT ALSO BEING THE POINT OF BEGINNING;

THENCE NORTH 67 DEGREES 55 MINUTES 26 SECONDS EAST, 172.34 FEET; THENCE SOUTH 04 DEGREES 33 MINUTES 38 SECONDS WEST, 22.37 FEET; THENCE SOUTH 67 DEGREES 55 MINUTES 26 SECONDS WEST, 172.29 FEET TO A POINT 10.00 FEET EAST OF SAID COMMON LINE, ALSO BEING THE EAST LINE OF A PUBLIC UTILITIES AND DRAINAGE EASEMENT GRANTED BY DOCUMENT 2015K016627; THENCE NORTH 04 DEGREES 27 MINUTES 28 SECONDS EAST, ALONG SAID LAST DESCRIBED LINE, 22.35 FEET TO THE POINT OF BEGINNING, IN KANE COUNTY, ILLINOIS.

PARCEL 2

THAT PART OF LOT 2 IN BUONA ST. CHARLES, BEING A SUBDIVISION OF THAT PART OF THE SOUTHEAST 1/4 OF SECTION 29 AND PART OF THE NORTHEAST 1/4 OF SECTION 32, ALL IN TOWNSHIP 40 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED APRIL 3, 2015 AS DOCUMENT 2015K016627, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 2; THENCE SOUTH 04 DEGREES 27 MINUTES 28 SECONDS WEST, ALONG THE COMMON LINE BETWEEN LOTS 1 AND 2 IN BUONA ST. CHARLES SUBDIVISION, 154.35 FEET; THENCE NORTH 85 DEGREES 17 MINUTES 44 SECONDS WEST, 10.00 FEET TO A POINT 10.00 FEET WEST OF SAID COMMON LINE, ALSO BEING THE WEST LINE OF A PUBLIC UTILITIES AND DRAINAGE EASEMENT GRANTED BY DOCUMENT 2015K016627, SAID POINT ALSO BEING THE POINT OF BEGINNING;

THENCE SOUTH 04 DEGREES 27 MINUTES 28 SECONDS WEST, ALONG SAID LAST DESCRIBED LINE, 10.00 FEET; THENCE NORTH 85 DEGREES 17 MINUTES 44 SECONDS WEST, 161.09 FEET TO A POINT 10.00 FEET EAST OF THE WEST LINE OF SAID LOT 2, ALSO BEING THE EAST LINE OF A PUBLIC UTILITIES AND DRAINAGE EASEMENT GRANTED BY DOCUMENT 2015K016627; THENCE NORTH 04 DEGREES 42 MINUTES 16 SECONDS EAST, 10.00 FEET; THENCE SOUTH 85 DEGREES 17 MINUTES 44 SECONDS EAST, 161.05 FEET TO THE POINT OF BEGINNING, IN KANE COUNTY, ILLINOIS.

PARCEL 3

THAT PART OF LOT 3 IN BUONA ST. CHARLES, BEING A SUBDIVISION OF THAT PART OF THE SOUTHEAST 1/4 OF SECTION 29 AND PART OF THE NORTHEAST 1/4 OF SECTION 32, ALL IN TOWNSHIP 40 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED APRIL 3, 2015 AS DOCUMENT 2015K016627, MORE PARTICULARLY DESCRIBED AS FOLLOWS:



STATE OF ILLINOIS )  
                          ) SS  
COUNTY OF         )

I, the undersigned, a Notary Public, in and for the County and State aforesaid,  
DO HEREBY CERTIFY, that Sherree Krisco personally known to  
me to be the Member of ST. CHARLES MAINSTREET PARTNERS,  
LLC, and personally known to me to be the same persons whose name is subscribed to the  
foregoing instrument, appeared before me this day in person and severally acknowledge that  
as such the Member of said limited liability company, pursuant to authority  
given by the members of said limited liability company as their free and voluntary act, and as  
the free and voluntary act and deed of said corporation, for the uses and purposes therein set  
forth.

Given under my hand and seal this 31st day of July, 2015.

Dawn A Grizaffi Walsh  
NOTARY PUBLIC

SEAL



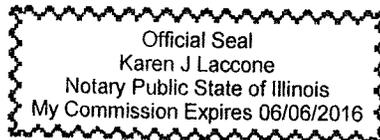
STATE OF ILLINOIS )  
                          ) SS  
COUNTY OF         )

I, the undersigned, a Notary Public, in and for the County and State aforesaid,  
DO HEREBY CERTIFY, that Glen T Berus personally known to  
me to be the General Manager of 2415 ST, CHARLES, LLC, and personally  
known to me to be the same persons whose name is subscribed to the foregoing instrument,  
appeared before me this day in person and severally acknowledge that as such the  
General Manager of said limited liability company, pursuant to authority given by the  
members of said limited liability company as their free and voluntary act, and as the free and  
voluntary act and deed of said corporation, for the uses and purposes therein set forth.

Given under my hand and seal this 31st day of July, 2015.

Karen J Laccone  
NOTARY PUBLIC

SEAL



STATE OF ILLINOIS )  
                          ) SS  
COUNTY OF         )

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that Raymond Rogina personally known to me to be the Mayor of the City of St. Charles, a municipal corporation and Nancy Garrison personally known to me to be the City Clerk of the City of St. Charles, and personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that as such Mayor and City Clerk of said corporation they caused their signatures to be affixed thereto, and caused the corporate seal of said corporation to be affixed thereto, pursuant to the authority given by the Council of the City of St. Charles as their free and voluntary act, and as the free and voluntary act and deed of said corporation, for the uses and purposes therein set forth.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ .

\_\_\_\_\_

NOTARY PUBLIC

SEAL

CONSENT OF MORTGAGEE

Lakeside Bank, does hereby consent to and approved of the within described Utility Easement Parcels 2 and 3 and subordinates the following thereto: Mortgage dated December 12, 2014, and recorded December 19, 2014, as Document No. 2014K064283 and modified by Modification of Mortgage dated February 19, 2014 as Document No. 2015K010932, made by Lakeside Bank to secure a note for \$ 181,314.00,

this 1st day of August, 20 15.

[Signature]  
BY: Ken Kosia, Vice President

[Signature]  
ATTEST:

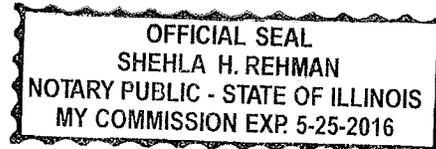
STATE OF ILLINOIS )  
                          )SS  
COUNTY OF         )

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, do hereby certify that KEN KOSIA and CONRAD HURST of said bank who is personally known to me to be the same whose name is subscribed to the foregoing certificate, appeared before me this day in person and acknowledged that he/she did sign and deliver this instrument as a free and voluntary act for the uses and purposes herein set forth.

Given under my hand and seal this 1st day of August, 20 15.

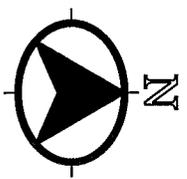
[Signature]  
NOTARY PUBLIC

SEAL



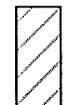
THIS INSTRUMENT WAS  
PREPARED BY:  
City of St. Charles  
2 East Main Street  
St. Charles, Illinois 60174

# EXHIBIT A



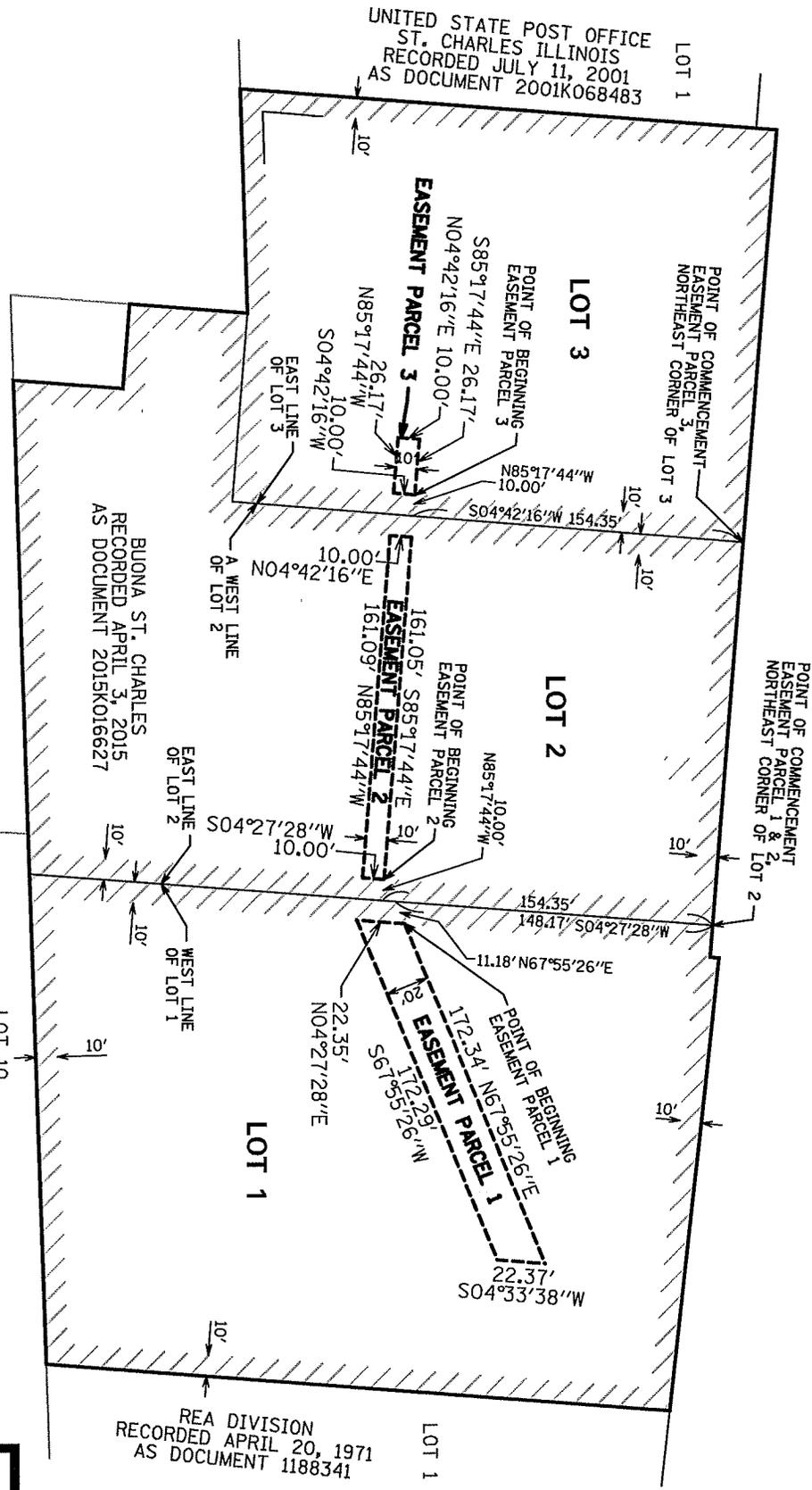
SCALE: 1" = 80'

ILLINOIS STATE ROUTE 64



PUBLIC UTILITIES AND DRAINAGE  
EASEMENT PER DOCUMENT  
2015K016627

**CONSULTING ENGINEERS**  
**SITE DEVELOPMENT ENGINEERS**  
**LAND SURVEYORS**



LOT 1  
UNITED STATE POST OFFICE  
ST. CHARLES ILLINOIS  
RECORDED JULY 11, 2001  
AS DOCUMENT 2001K068483

LOT 2  
BUONA ST. CHARLES  
RECORDED APRIL 3, 2015  
AS DOCUMENT 2015K016627

LOT 1  
REAR DIVISION  
RECORDED APRIL 20, 1971  
AS DOCUMENT 1188341

LOT 1  
ZYLSTRA CENTER  
RECORDED APRIL 4, 2006  
AS DOCUMENT 2006K035709



9575 W. Higgins Road, Suite 700, Rosemont, Illinois 60018 Phone: (847) 696-4060 Fax: (847) 696-4065

DATE: 07/30/2015

JOB NO: 8106

FILENAME: 8106EASE-EXB

PAGE 1 OF 1



## AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve Change Order No. 2 for the Red Gate Water Tower Construction Project

Presenter: John Lamb

*Please check appropriate box:*

	Government Operations	X	Government Services 08.24.15
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$36,560.00	Budgeted:	YES	X	NO	
-----------------	-------------	-----------	-----	---	----	--

If NO, please explain how item will be funded:

**Executive Summary:**

Staff is requesting approval of Change Order No. 2 for the Red Gate Water Tower Project. This Change Order is for additional costs associated with the upgraded logo. These costs were not included in the original bid amount due to circumstances surrounding the selection of the logo and timing of submittal of the plans to IEPA.

The tower project plans were submitted to IEPA prior to a final decision on the logo since it does not affect the construction permit process. The plans were to be changed with the logo decision prior to going out to bid. However, IEPA informed us and our engineer that to meet the deadline for the lower interest rate the project needed to be bid sooner.

The Change Order amount will be taken out of project contingency funds and be included in low interest loan that is funding the project.

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

\*Change Order No. 2 \*Drawing of Logo

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

Recommendation to Approve Change Order No. 2 to CB&I Constructors for the Red Gate Water Tower Construction Project in the amount of \$36,560.00 and a Resolution authorizing the Mayor and Clerk to execute the same on behalf of the City of St. Charles.

*For office use only:*

*Agenda Item Number: 4.d*

CHANGE ORDER

Order No. 2

Date: July 29, 2015

Agreement Date: November 6, 2014

NAME OF PROJECT: Red Gate Water Tower Improvements

OWNER: City of St. Charles

CONTRACTOR: CB&I Constructors, Inc.

The following changes are hereby made to the CONTRACT DOCUMENTS:

- 1.) Additional work to upgrade logo from "St. Charles" block letters to the logo and paint schematic identified on the attached tank rendering and lettering exhibits attached and as described in the attached change order request from CB&I. The upgraded logo includes (2) foxes, (1) 3' band of the color specified, and (1) approximately 14' band of color specified in addition to the "St. Charles" block letters.

1 LUMP SUM @ \$36,560.00/LUMP SUM	\$36,560.00
-----------------------------------	-------------

Change to CONTRACT PRICE:

Original CONTRACT PRICE: \$3,685,900.00

Current CONTRACT PRICE adjusted by previous CHANGE ORDER(S): \$3,716,800.00

The CONTRACT PRICE due to this CHANGE ORDER will be INCREASED by: \$36,560.00

The new CONTRACT PRICE including this CHANGE ORDER will be: \$3,753,360.00

Justification:

- 1) Per the City's request.

Change to CONTRACT TIME:

The contract time is increased/decreased by 0 days.

Requested by: Bobby [Signature] 7/30/15 CB&I Constructors, Inc.

Recommended by: Michael L. Piotrowski Engineering Enterprises, Inc.

Accepted by: John Laak City of St. Charles

EEI

**40**  
**YEARS**

# Red Gate Water Tower



**ST. CHARLES**  
SINCE 1834





## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Waive the Formal Bid Procedure and approve the Purchase of a Sanitary Sewer Trailer Pump
--------	--

Presenter:	John Lamb
------------	-----------

*Please check appropriate box:*

	Government Operations	X	Government Services 08.24.15
	Planning & Development		City Council

Estimated Cost:	\$50,000.00	Budgeted:	YES	X	NO	
-----------------	-------------	-----------	-----	---	----	--

If NO, please explain how item will be funded:

**Executive Summary:**

The Sanitary Sewer Division has six trailer pumps that are used in emergency, wet weather events and maintenance situations in the sewer system to bypass sections of the sanitary sewer main. A replacement program was initiated several years ago to replace these pumps and trailers due to age.

Staff currently owns four Godwin pumps and has considerable investment in accessory items such as fittings, discharge and hoses customized to these pumps. Another custom feature is a remote auto control panel that allows the pumps to remain unattended during prolonged pumping operations. Standardizing pump purchases also allow staff to better utilize existing spare parts inventories, deploy pumps more efficiently during emergencies, and ease training requirements.

There is only one authorized Godwin Pump dealer in northern Illinois therefore staff can only obtain one quote for pricing this equipment. Since there is a sole source for the pump staff is requesting the formal bid process be waived.

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

\*Bid Waiver \*Quote

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

Recommend to waive the formal bid procedure and approve pump purchase from Xylem/Godwin at a cost of \$50,274.40 and a Resolution Authorizing the Mayor and City Clerk to execute same.

*For office use only*

*Agenda Item Number: 4.e*

**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:

Xylem / Godwin  
16830 Chicago Avenue  
Lansing, IL 60438

For the purchase of: Six inch pump Model CD150M and trailer at a cost not to exceed:  
\$50,274.40

Reason for the request to waive the bid procedure: Sole Source

Other Quotations Received: None

Date: 08/6/2015

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.**

**SALE QUOTATION**

ITEM	QTY	DESCRIPTION	UNIT PRICE	SALE TOTAL
A	1	Godwin Dri-Prime CD150M Diesel Pump	\$ 49,590.00	\$ 49,590.00
		<ul style="list-style-type: none"> <li>• 6" 150# Flange Suction and Discharge</li> <li>• John Deere 4045T290-iT4 Diesel Engine</li> <li>• on a Road Going Trailer</li> <li>• Electric Brakes - 3" Pintle,</li> <li>• Lights - DOT Standard</li> <li>• <b>Engine/Motor Options</b> <ul style="list-style-type: none"> <li>• Block Heater - 110 Volt</li> </ul> </li> <li>• <b>Base Options</b> <ul style="list-style-type: none"> <li>• 100 Gallon</li> <li>• Custom GP100MV Skid</li> <li>• Tandem Axle</li> <li>• Tool Box</li> <li>• Hose Basket                             <ul style="list-style-type: none"> <li>• to hold (3) 6" x 50' Discharge Hoses</li> </ul> </li> <li>• Hose Rack                             <ul style="list-style-type: none"> <li>• to hold (6) 6" x 10' Suction Hoses</li> </ul> </li> <li>• Lights - 12 Volt Work Lights                             <ul style="list-style-type: none"> <li>• (2) mounted on headache bar facing pumpend</li> </ul> </li> </ul> </li> <li>• <b>GL7 Drop Trl w/HR, Bskt, TB (9521)</b></li> <li>• <b>Pump Options</b> <ul style="list-style-type: none"> <li>• 6" FQD x 150#FL Mounting Kit</li> <li>• mounted on pump suction</li> <li>• 6" MQD x 150#FL Mounting Kit</li> <li>• mounted on pump discharge</li> </ul> </li> </ul>		
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			305.70	305.70
			378.70	378.70

Due to a limited supply of the interim Tier 4 diesel engines, this quotation is valid for 10 business days from date of issue. Contact our office if an updated quotation is required.

<b>NET SALE TOTAL</b>	<b>\$ 50,274.40</b>
<b>DELIVERY CHARGE</b>	<b>\$ 250.00</b>

Please note all sale pricing is in U.S. Dollars. The price does not include freight, export boxing, duties, taxes, or any other items not specifically mentioned.

This pricing information is for internal use only. We ask that these items and terms be kept confidential. All applicable tax and freight charges will be added to invoices. All quotations are subject to credit approval. All quotations are valid for 10 days. All prices quoted in US dollars.



**AGENDA ITEM EXECUTIVE SUMMARY**

Title: Presentation to Provide Update on North 5<sup>th</sup> Avenue Watermain Project – Information only

Presenter: John Lamb

*Please check appropriate box:*

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 08.24.15
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council

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

**Executive Summary:**

Information will be communicated at the meeting to provide the most up to date information to the Committee relative to the North 5<sup>th</sup> Avenue Watermain Project.

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

None

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

Information only.

*For office use only:* Agenda Item Number: 4.f



**AGENDA ITEM EXECUTIVE SUMMARY**

Title: Presentation to Provide Update on Woods of Fox Glen Creek Stabilization – Information only

Presenter: Karen Young

*Please check appropriate box:*

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 08.24.15
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council

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

**Executive Summary:**

Information will be communicated at the meeting to provide the most up to date information to the Committee relative to the Woods of Fox Glen Creek Stabilization Project.

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

None

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

Information only.

*For office use only:*

*Agenda Item Number: 4.g*



## AGENDA ITEM EXECUTIVE SUMMARY

Title: 2015 Walk to End Alzheimer's – Information Only

Presenter: Chief Keegan

*Please check appropriate box:*

	Government Operations	X	Government Services 08.24.15
	Planning & Development		City Council
	Public Hearing		

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

No City services are requested for this event.

**Executive Summary:**

This special event application was received on July 10, 2015.

This is the first year for this event and the purpose of the event is to raise funds for the Alzheimer's Association. It is set to take place on Saturday, September 26, 2015. The walk will begin in Pottawatomie Park and head south to Mt. St. Mary's Park; returning back to Pottawatomie Park. A sound amplification permit has also been requested for public speaking and music during the 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.

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

\*Diagram

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

Information purposes only.

<i>For office use only:</i>	<i>Agenda Item Number: 5.a</i>
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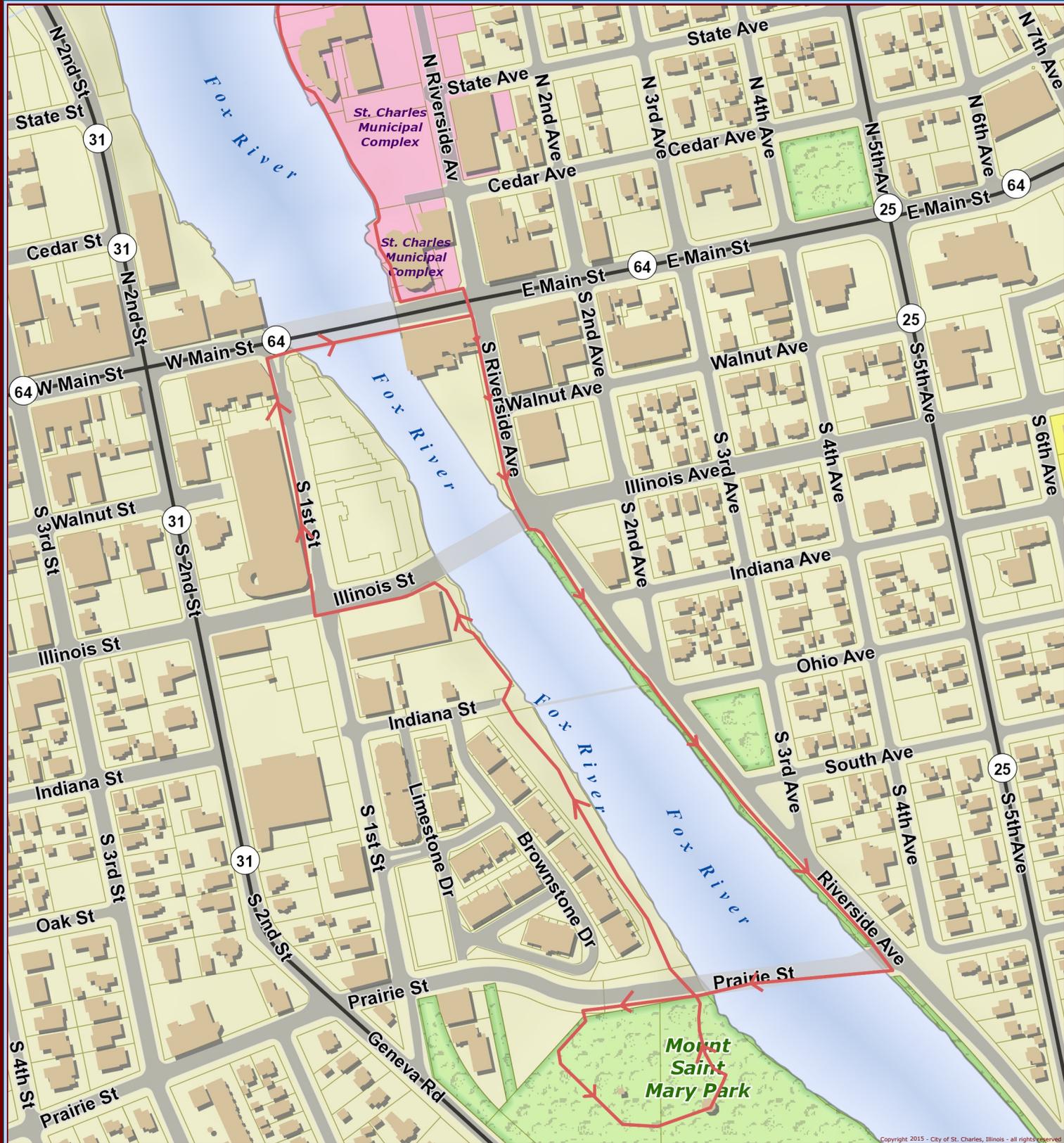
City of St. Charles, Illinois

Two East Main Street St. Charles, IL 60174-1984  
Phone: 630-377-4400 Fax: 630-377-4440 - www.stcharlesil.gov

# Walk to End Alzheimers

RAYMOND ROGINA  
MARK KOENEN

Mayor  
City Administrator



Data Source:  
City of St. Charles, Illinois  
Kane County, Illinois  
DuPage County, Illinois  
Coordinate System: Illinois State Plane East  
Projection: Transverse Mercator  
North American Datum 1983  
Printed on: August 18, 2015 10:27 AM



0 167 333 Feet

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Powered by PHOTONICS 025

We will start at Large Pavilion in Pottawatomie Park.

Cut around by City of St. Charles building onto Riverside.

Cross over Riverside and walk to Prairie Street bridge whereby we will take a right and go over the bridge on the sidewalk part.

At bottom of bridge we will cut around by St. Mary's and go back under bridge.

We will walk the trail along the water to Illinois Street Bridge. We will take a right and go over Illinois Street Bridge to Riverside and take a left. We will walk back to Pottawatomie where we started at Large Pavilion.



## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve Use of Amplification Equipment and a Resolution for the Closure of Routes 64 and 31 for the Holiday Homecoming Parade
Presenter:	Chief Keegan

*Please check appropriate box:*

Government Operations	<input checked="" type="checkbox"/>	Government Services 8.24.15
Planning & Development	<input type="checkbox"/>	City Council
Public Hearing	<input type="checkbox"/>	

Estimated Cost:	Police:\$3,898.60 EMA: \$420.00 PW:\$10,526.78 <b>Total:\$14,845.38</b>	Budgeted:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> X	<input type="checkbox"/> NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

This Special Event application was received on July 27, 2015.

Closure of state roadways requires formal approval from the Illinois Department of Transportation. The Downtown Partnership is requesting Committee and Council approval of a resolution that will be submitted to IDOT for the closure of Routes 64 and 31 from 5:15 – 7:30 p.m. on Saturday, November 28, 2015 for the annual Holiday Homecoming parade.

In addition, approval of amplification for this event is needed from the Committee.

The Downtown Partnership is a not-for-profit requesting financial assistance under the City special events policy.

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

\*Diagram \*Resolution

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

Recommendation to approve use of amplification equipment and a Resolution for the closure of Routes 64 and 31 for the Holiday Homecoming Parade.

<i>For office use only:</i>	<i>Agenda Item Number: 5.b</i>
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**City of St. Charles, Illinois**  
 Two East Main Street, St. Charles, IL 60178-1904  
 Phone: (630) 374-4000 Fax: (630) 374-4000 www.stcharles.org

# Holiday Homecoming - Parade Route

RAYMOND ROJINA Mayor  
 MARK KOJEN City Administrator



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

**A Resolution Requesting the Closure of Routes 64 and 31 for the  
Holiday Homecoming – Electric Christmas Parade**

**Presented & Passed by the  
City Council on \_\_\_\_\_**

WHEREAS, the Downtown St. Charles Partnership is sponsoring an Electric Christmas Parade in the City of St. Charles, and;

WHEREAS, this Parade will require the temporary closure of Main Street (Route 64) and Second Street (Route 31) state highways in the City of St. Charles, and;

WHEREAS, Section 4-408 of the Illinois Highway Code authorizes the Department of Transportation to issue permits to local authorities to temporarily close portions of state highways for such public purposes or needs as parades and local celebrations;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that permission to close Main Street (Route 64) and Second Street (Route 31) on Saturday, November 28, 2015 from 5 p.m. to 8:30 p.m. be requested of the Department of Transportation;

BE IT FURTHER RESOLVED that if such permission is granted by the Department of Transportation, all highway traffic during the periods of time specified shall be detoured over the following routes:

For westbound on Route 64: south on 5th Avenue (Route 25) to Illinois Avenue, west to 7th Street, north to Route 64. For southbound on Route 31: west on State Street from Route 31 to 7th Street, south on 7th Street to Illinois Street, east on Illinois Street to Route 31. For eastbound Route 64 and northbound Route 31, use the reverse route.

BE IT FURTHER RESOLVED that if such permission is granted by the Department of Transportation, the City of St. Charles assumes full responsibility for the direction, protection and regulation of the traffic during the time the detour is in effect, and all liabilities for damages of any kind occasioned by the closing of the state highway, and it is further agreed that efficient all-weather detours will be maintained to the satisfaction of the Department and conspicuously marked for the benefit of traffic diverted from the state highway.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Department of Transportation to serve as a formal request for the permission sought in this resolution.

Resolution No. \_\_\_\_\_

Page 2

PRESENTED to the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

PASSED by the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

APPROVED by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

\_\_\_\_\_  
Raymond P. Rogina, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



**AGENDA ITEM EXECUTIVE SUMMARY**

Title:	Recommendation to Approve Downtown St. Charles Partnership Request for Use of Amplification Equipment and to Close 1 <sup>st</sup> Street to Host Lighting of Lights in the 1 <sup>st</sup> Street Plaza
Presenter:	Chief Keegan

*Please check appropriate box:*

Government Operations	X	Government Services 08.24.15
Planning & Development		City Council
Public Hearing		

Estimated Cost:	PW:\$13,179.71	Budgeted:	YES	X	NO
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If NO, please explain how item will be funded:

**Executive Summary:**

This Special Event application was received on July 27, 2015.

The Downtown St. Charles Partnership is requesting to hold the Lighting of the Lights event on Friday, November 27, 2015 at the 1<sup>st</sup> Street Plaza again this year. The request includes the following:

- Closure of 1<sup>st</sup> Street from Main St. to the entrance of the parking deck from 4 – 7 p.m.
- Use of amplification/loudspeaker system.

Barricades already reserved for the parade on Saturday can be utilized for the closure and will not add additional costs for their use.

Please note, the Christmas tree sales lot is not requested this year.

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

\*Diagram of the event

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

Recommendation to approve the Downtown St. Charles Partnership request for use of amplification equipment and to close 1<sup>st</sup> Street to host the Lighting of Lights event in the 1<sup>st</sup> Street Plaza.

<i>For office use only:</i>	<i>Agenda Item Number: 5.c</i>
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# Proposed 1st St. Plaza Lighting Plan

