

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

**MONDAY, FEBRUARY 22, 2016, 7:00 P.M  
CITY COUNCIL CHAMBERS  
2 E. MAIN STREET, ST. CHARLES, IL 60174**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ADMINISTRATIVE**
  - a. Electric Reliability Report – Information only.
  - b. Active River Project Update – Information only.
- 4. PUBLIC WORKS DEPARTMENT**
  - a. Presentation of Switchgear Location along IL Rt. 31 between Horne and Roosevelt – Information only.
  - b. Presentation of Status of Tree Commission and Possible Reorganization into a Natural Resources Commission.
  - c. Recommendation to authorize the use of City Property located at the Bob Leonard Walkway for Grant Applications.
  - d. Status of AT&T Pole Attachment Agreement – Information only.
  - e. Presentation of ComEd Reliability Report – Information only.
  - f. Recommendation to approve Resolution Authorizing Application to Kane County Riverboat Grant Program.
  - g. Presentation of Proposed 2016 Roadway Projects.
  - h. Recommendation to approve Resolution with the Illinois Department of Transportation for the 2014 Street Rehabilitation Project.
  - i. Recommendation to approve Illinois Department of Transportation Letter of Understanding for ADA Improvements on IL Rt. 38.

- j. Recommendation to award the Bid for City Hall Elevator Modernization.

**5. FIRE DEPARTMENT**


- a. Recommendation to approve the Closure of Parking Lot J from 7:00 a.m. to 12:00 p.m. on April 9, 2016 for the Fire Department Monument Dedication.

**6. EXECUTIVE SESSION**

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

**7. ADDITIONAL ITEMS FROM MAYOR, COUNCIL, STAFF OR CITIZENS**


**8. ADJOURNMENT**

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>					
	Title:		Electric Reliability Report – Information Only			
	Presenter:		Tom Bruhl			
<i>Please check appropriate box:</i>						
	Government Operations		X	Government Services 02.22.16		
	Planning & Development			City Council		
	Public Hearing					
Estimated Cost:		\$	Budgeted:	YES		NO
If NO, please explain how item will be funded:						
<b>Executive Summary:</b>						
For information only.						
<b>Attachments:</b> <i>(please list)</i>						
*January 2016 Outage Report.						
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>						
For information only.						
For office use only:		Agenda Item Number: 3.a				

**City of St. Charles  
January 2016 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	1/16/2016	12:02 PM	0	First Street, City Hall Compound, NE quadrant up to Stonehedge & Route 25, Illinois Ave corridor and Red Gate area.	7962	Under ComEd investigation	2689	0	ComEd	L7962
2	1/24/2016	8:00 AM	180	15 & 21 Roosevelt St.	331	AT&T 3 phase underground service from pedestal to cabinet melted in pedestal causing our 4/0 AL main to melt.	3	540	Equipment	Service Failure
2	1/24/2016	9:15 AM	30	10, 12, 14, 16 & 18 Roosevelt.	331	AT&T 3 phase underground service from pedestal to cabinet melted in pedestal causing our 4/0 AL main to melt.	5	150	Equipment	Service Failure
3	1/28/2016	5:15 PM	60	924 S. 2nd St.	331	No power call. Faulty main breaker. Voltage was checked @ meter base.	1	60	Others	Customer
4	1/29/2016	8:40 AM	16	1700 block 4th Pl.	311	Animal contact.	8	128	Animal	Squirrel
						<b>Total of Interrupted Minutes</b>		<b>878</b>		
						<b>Total SAIDI*</b>	<b>0.057</b>			
						Total of ComEd Interrupted Minutes				
						Total SAIDI without ComEd	<b>0.057</b>			
						*System Average Interruption Duration Index (SAIDI)				



	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Active River Project Update –Information Only					
	Presenter:	Chris Adesso					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services – 02.22.2016			
	Planning & Development			City Council			
	Public Hearing						
Estimated Cost:	\$0.00	Budgeted:	YES		NO		
<b>Executive Summary:</b>							
<p>The Active River Task Force wishes to provide the Council Committee updates on the status of topics pertaining to the Active River Project/Concept. The Task Force offers the attached information to the Committee. A member of the Task Force will be available at each of the Government Services Committee meetings to respond to any questions or comments that the Council Committee may have.</p>							
<b>Attachments:</b> <i>(please list)</i>							
<p>January 15, 2016 – Press Release  Riverwalk Diagram  River Corridor Diagram  January 11, 2016 - Task Force Meeting Minutes  January 25, 2016 – Task Force Meeting Minutes</p>							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
None – For information only							
<i>For office use only:</i>		Agenda Item Number: 3.b					



## ST. CHARLES ACTIVE RIVER PROJECT PRESS RELEASE



**Date:** January 15, 2016

**Contact:** John Rabchuk  
630.926.7548  
[johnrabchuk@gmail.com](mailto:johnrabchuk@gmail.com)

**Subject:** St. Charles Active River Project Takes Shape and Promotes New Lifestyle for Downtown St. Charles

On Monday, January 25, 2016 at 7:00 PM in the St. Charles City Council Chambers, the Active River Task Force will provide the Government Services Committee of the St. Charles City Council with a progress report on the implementation of the Active River Project which was adopted as an amendment to the River Corridor Master Plan by both the City Council and St. Charles Park District Board in October 2015.

### New Lifestyle

The focus of the Active River Project is to provide a methodology for creating a new lifestyle in downtown St. Charles that offers a unique combination of activities and opportunities. As envisioned by the task force, this new, active lifestyle will provide St. Charles with a unique and attractive identity that encourages new residents, business and visitors. Cycling, walking, running, visual and performance arts, as well as a wide variety of water based activities such as rowing, paddle boarding, kayaking, canoeing, fishing, etc. are key components of this lifestyle and are integral components of the concept plan. For example, the concept plan defines cycling and pedestrian pathways under many of the downtown bridges, improved connectivity to existing regional trail systems, river segments devoted to a multitude of water based activities, enhanced shoreline landscaping and amenities, expanded visual and performance arts areas, etc. Two basic tenants of the plan are 1) insure that the level of the water Fox River north of the railroad trestle will not be impacted by any of the project infrastructure changes and 2) insure that water quality will not be adversely affected and in fact improved wherever possible.

### Funding Sources

The task force has been investigating potential sources (private and public) for funding the project, as well as developing a list of specific project features that can be implemented in the short term until the major project funding and engineering is in place. These funding efforts will be discussed during this presentation.

### **Sculpture Donation**

The task force will also announce the donation of a major sculpture piece by a philanthropic St. Charles family, which will be installed in the river. This sculpture has been specifically commissioned to commemorate the new energy that the Active River Project is bringing to downtown St. Charles.

### **Community Involvement**

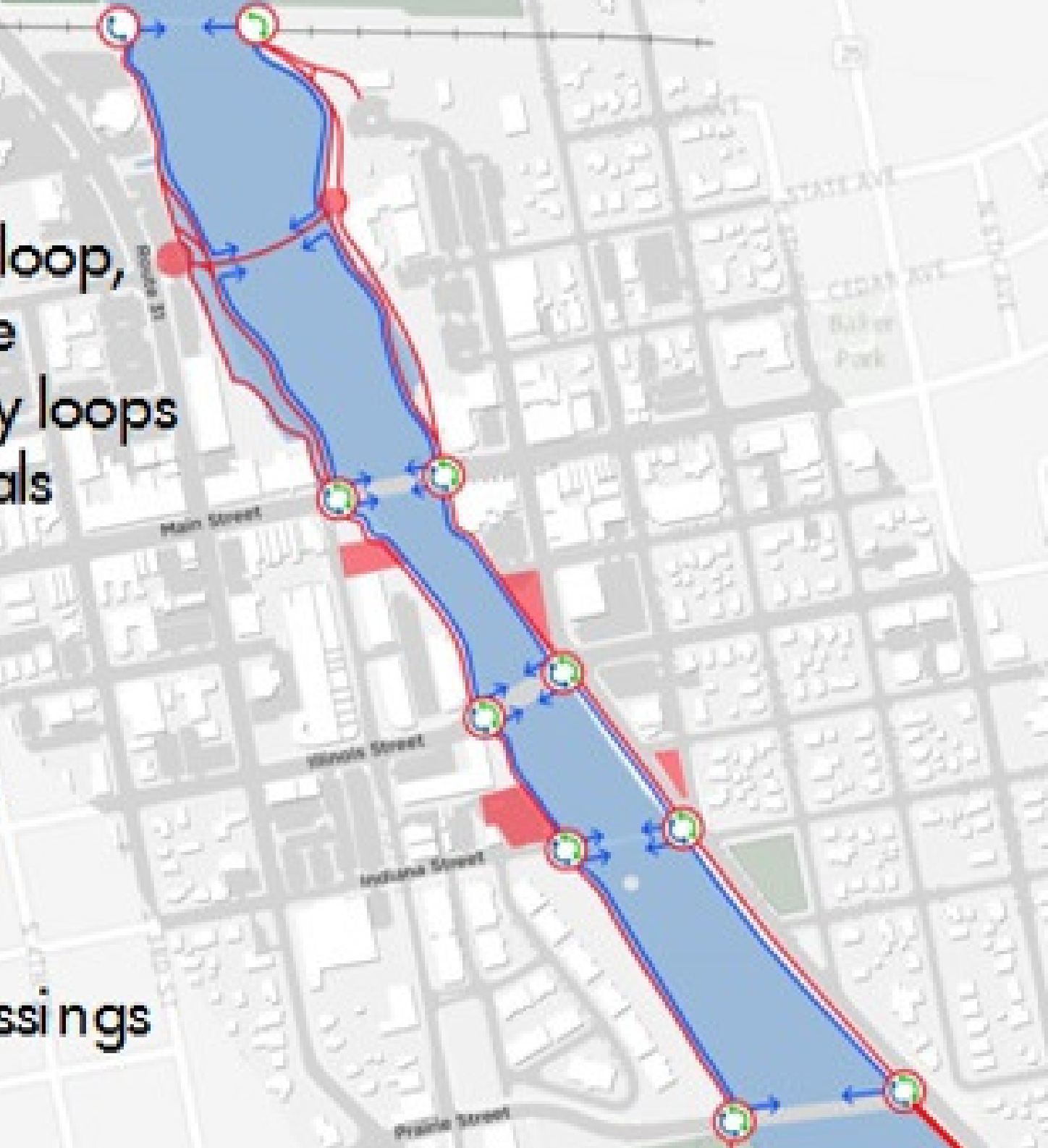
As the project is intended as a broad-based community effort, the task force will also announce a plan for long term involvement by the environmental science students of both St. Charles High Schools that will support the project and provide "real life" educational opportunities for high school students for many years to come.

### **Public Invited.**

Interested St. Charles residents, businesses and visitors are encouraged to attend this presentation on Monday, January 25<sup>th</sup> at 7:00 PM in the Council Chambers of the St. Charles City Hall.

# Riverwalk

- Continuous large loop, RR r.o.w. to Prairie
- Smaller secondary loops
- Distinctive materials
- Furnishings
- Amenities
- Lighting
- Gathering spaces
- Grade separated crossings
- Safe at-grade crossings



- Continuous large loop, RR r.o.w. to Prairie
- Smaller secondary loops
- Distinctive materials
- Furnishings
- Amenities
- Lighting
- Gathering spaces
- Grade separated crossings
- Safe at-grade crossings

# Goal

Create a lively riverfront environment that is the centerpiece of the community.





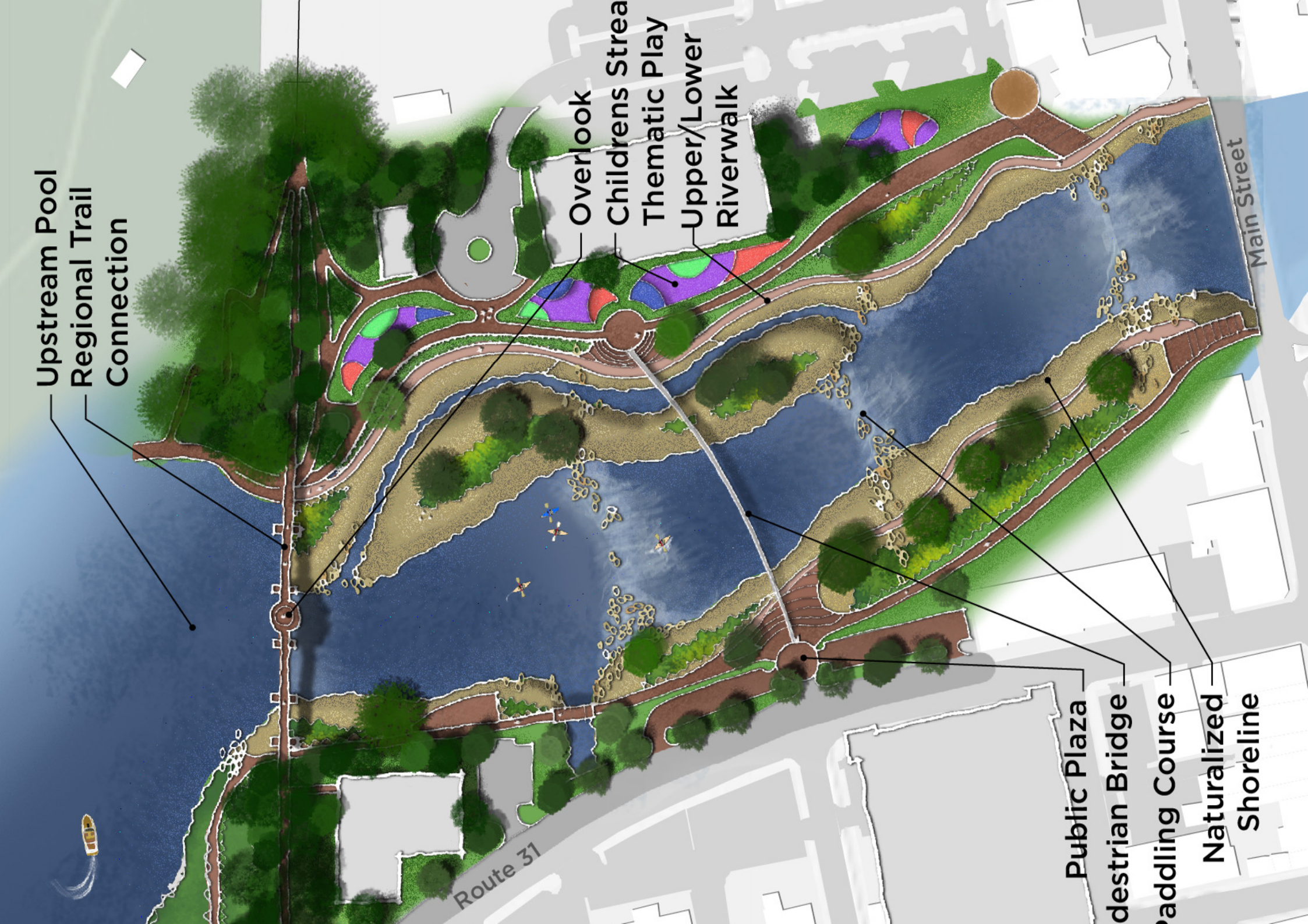
Upstream Pool  
Regional Trail  
Connection

Overlook  
Childrens Stream  
Thematic Play  
Upper/Lower  
Riverwalk

Public Plaza  
Pedestrian Bridge  
Paddling Course  
Naturalized  
Shoreline

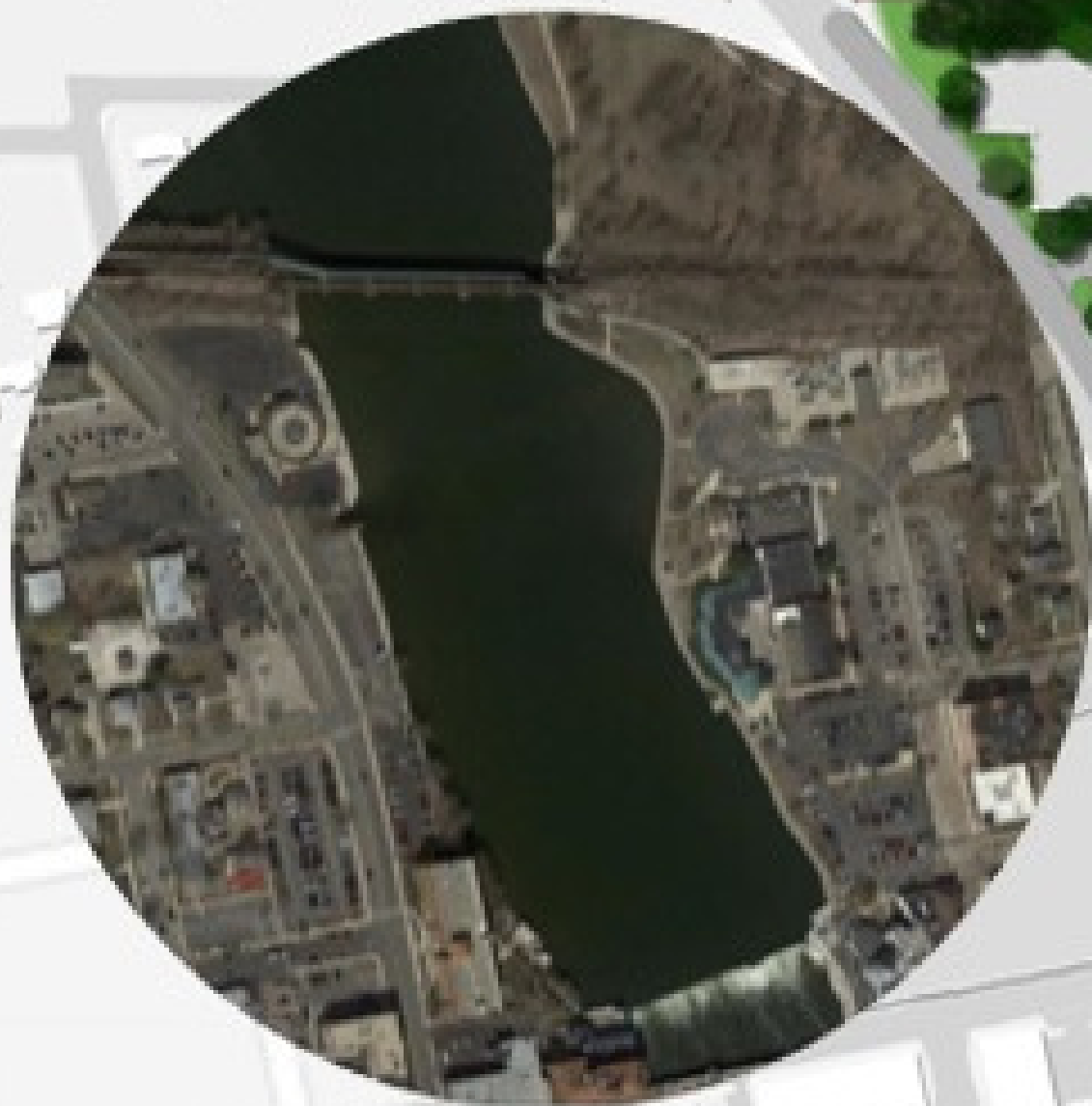
Main Street

Route 31





# River Park



Existing









**MINUTES  
ACTIVE RIVER TASK FORCE MEETING  
ST. CHARLES  
JOHN RABCHUK, CHAIRMAN  
JANUARY 11, 2016**

**Members Present:** Chair John Rabchuk, Chris Adesso, Rick Brems, Holly Cabel, Jim Enck, John Wessel

**Members Absent:** Chris Bong, Monica Meyers

**Others Present:** Ed Werneke, Tony Zehnder, Tom Anderson, Isabel Soderlind

**Visitors Present:**

**1. Call to Order**

The meeting was convened by John Rabchuk at 8:05 a.m.

**2. Minutes Review and Approval**

Motion to accept and place on file the minutes of the December 14, 2015 Active River Task Force meeting. Motion by Chris Adesso, second Jim Enck to accept and place the minutes on file as amended.

Voice vote: unanimous; Nays – None; Absent: Chris Bong, Monica Meyers

Motion carried at 8:08 a.m.

**3. Task Force Updates**

**a. River Corridor Foundation Grant Application for Charlemagne Island Sculpture Project**

John Rabchuk indicated the Community Foundation grant application for the Charlemagne Island sculpture project will not be available until February 1, 2016. The Active River Task Force (hereafter referred to as the “Task Force”) will apply for a maximum amount of \$20,000 for the sculpture(s). The estimated cost of the sculpture is \$32,000. The Anderson family is prepared to make a substantial investment toward this initiative as well. Tom Anderson recommended his email regarding the installation and lighting details of the sculptures be shared with all of the Task Force members. Per the designers of the sculptures, there should not be any issues with the sculptures if the island goes under water for a brief time, as long as debris does not collide with the sculpture.

Chris Adesso has discussed this initiative with Peter Suhr, Director of Public Works, and at the moment approximately \$40,000 has been placed in FY16/17 budget towards the engineering permits and consulting services for this project. Final approval of the budget however will not occur until April. Mr. Adesso mentioned that the U.S. Army Corps of Engineers (USACE) will require a permit.

### **Kane County Riverboat Grant Application**

The Kane County Riverboat Grant application should be available by the end of this week. The River Corridor Foundation will be applying for a \$20,000 grant for landscaping and additional benches for the Bob Leonard Walk, per the design prepared by Jim Enck and John Wessel.

The original \$40,000 invoice from Hitchcock was modified and \$342 is not being covered due to reimbursable expenses, such as copies. Chris Adesso requested a copy of the invoice so the City can reimburse the St. Charles Park District for its portion of the Hitchcock invoice. John Wessel will distribute the invoice and amounts.

#### **b. Discuss January 25, 2016 Government Services Committee (GSC) Meeting - Active River Project Presentation**

The GSC meeting is scheduled for 7:00 p.m. in the Council Chambers. Mr. Rabchuk has reached out to the community requesting their attendance promoting their support of this project. Mr. Rabchuk felt it would be beneficial for the Council members to recognize the community's support of this project. John reminded everyone that the presentation will focus on the concept and the life style change this project will bring to St. Charles.

John Rabchuk has shared the Boise Project video with the City aldermen. Rick Brems also mentioned he could share the Charlotte project video; both videos emphasize the positive life-style changes made in those cities as a result of the river projects.

Chris Adesso read the prepared Executive Summary for this specific agenda item. He indicated that the Executive Summary will not be officially approved until the end of the week and any additional information for the GSC packet needs to be submitted to Chris Adesso by the end of this week.

Mr. Anderson mentioned that he will not be available to attend the meeting that night, but will be sending an email expressing his personal support for this project. The information and photos regarding the island sculptures were previously submitted for the presentation.

#### **c. WBK Request for Sonic Survey of Fox River Bottom**

WBK has requested a copy of the sonic survey of the Fox River bottom conducted by the Army Corp of Engineers in 2015. This information could be very valuable in assisting and determining the detailed design possibilities for the RiverPark. In addition, this data will be a tremendous asset to WBK, narrowing down the scope of work and cost estimates for the project. John hopes to receive this information before the GSC meeting. Greg Chismark will also be at the January GSC meeting to address any engineering questions that may arise during the meeting.

#### **d. Status on Individual Meetings with the City Aldermen**

John Rabchuk has emailed invitations to the aldermen. He has met with the following Aldermen: Besner, Gaugel, Payleitner and Bancroft. He has not received any responses from the Aldermen Turner, Stellato or Lewis.

**e. Meeting with Hotel Baker**

John Rabchuk stated that he had a good meeting with Rowena Salas from the Hotel Baker. John shared the concept plan and the positive impacts this project would have on the Hotel Baker, e.g., pedestrian and bike access north of Main Street next to the hotel at the river level and the view of the all the river activities from the Rose Garden. The Task Force will continue to share all the designs with the Hotel Baker as the project progresses.

**f. School District 303 Participation**

This fall the high school environmental science classes will begin conducting long term water quality studies along the St. Charles portion of the Fox River. These samples would provide accurate measurements of water quality pre-construction, during construction and post-construction of this project. Jim Richter, Assistant Principal at St. Charles East High School and Gary Swick, Friends of the Fox River, are determining the testing sites, methods, equipment needs, etc. Mr. Rabchuk mentioned the school district has requested utilizing the City's Lab for the testing purposes. It will be a great learning opportunity for students to work in a working lab, utilizing standard procedures, etc. Chris Adesso will speak with the City Administrator and the Environmental Service Manager to see if this is feasible.

These high school students will also work with John Rabchuk and Jim Enck to expand the Stormwater Management class at Munhall School. The concept is for this idea to expand and become a district-wide program with the classes being taught by the high school students. Mrs. Tieche from Munhall School is also planning to attend the January GSC meeting to demonstrate her support of this project as a learning experience for her students. Holly Cabel also mentioned that Pam Otto from the Park District can be incorporated into the high school program.

Overall, this is a unique example of intergovernmental collaboration between the school district, park district, community and the City of St. Charles.

**g. Private Fund Raising Opportunities**

John Rabchuk mentioned the group of individuals in St. Charles who are considering to pledge a \$1,000,000 if the River Corridor Foundation can match the dollar amount. This commitment would require a strong community-wide campaign effort. The funds from this donation however can be allocated to the engineering and hydrology analysis for the RiverPark. This private philanthropic group however would like to see the City take a more active supporting role towards this project before committing funds. Jim Enck added the City should consider the successful economic growth related to similar river projects seen in other parts of the country, for example Boise and Charlotte.

**h. Federal Funding Opportunities**

The recent federal appropriations bill passed by Congress and signed by Obama re-authorizes the Land Water Conservation Fund which has been a major source of funding for similar projects across the country. Funding is provided by a federal tax on oil/gas and minerals extracted from federal lands. This is a major source of monies and will be available at 80/20. It was proposed that a city representative work with the state representative to apply for some of these funds.

CMAP suggested that there are funds available for natural stormwater management projects. This could provide substantial funding for bio swales and landscaping through the area south of Illinois Avenue to the wastewater treatment discharge station. Other improvements can also be incorporated along the eastern shore of the river such as bike trails, curbs and benches.

Holly Cabel also mentioned Trail System grants are still available through the federal government.

#### **4. Community Communications and Marketing**

Rick Brems and Tony Zehnder have considered creating a “general” handout for publicity purposes, but do not have any specifics to publicize at this time. At this point, the Task Force needs to determine the audience it will be addressing, the community or City Council.

The Task Force discussed creating a logo or branding symbol that can be identified by all. Rick Brems asked whether this should be done through Hitchcock or “in-house” with local connections to reduce cost.

It was suggested that Mr. Brems and Zehnder reach out to the St. Charles Park District or the City of St. Charles as a resource. They may have an experienced employee in the area of publicity/design that may be utilized as a resource and assist with creating a logo and/or branding name. Holly Cabel recommended contacting Erica at the Park District. Rick Brems also mentioned that he would reach out to Mark Koenen, City Administrator for a resource.

Rick Brems and Tony Zehnder will brainstorm and begin developing concepts regarding the logo.

#### **5. Other and New Business**

John Rabchuk mentioned the Task Force needs to continue to promote the Active River Project especially to private individuals and businesses for donations; the project recently received \$2,000 from Reverend Al Patten.

#### **6. Adjournment**

The next meeting will be held on January 25 at 8:00 a.m. at the Baker Community Center.

Motion by Jim Enck to adjourn meeting, second by Rick Brems

Voice vote: unanimous; Nays – None Absent: Chris Bong, Monica Meyers  
-Motion carried at 9:10 a.m.

**MINUTES  
ACTIVE RIVER TASK FORCE MEETING  
ST. CHARLES  
JOHN RABCHUK, CHAIRMAN  
January 25, 2016**

**Members Present:** Chair John Rabchuk, Chris Bong, Rick Brems, Holly Cabel, John Wessel

**Members Absent:** Monica Meyers, Chris Adesso

**Others Present:** Trish Beckjord, Candy Boulay

**Visitors Present:** None

**Call to Order**

The meeting was convened by John Rabchuk at 8:10 a.m.

**Minutes Review and Approval**

Motion to accept and place on file the minutes of the January 11, 2016 Active River Project meeting. Motion by Holly Cabel, second Rick Brems to accept and place the minutes on file.

Voice vote: unanimous; Nays – None; Absent: Monica Meyers, Chris Adesso

Motion carried at 8:10 a.m.

**Communications & Marketing**

Rick Brems stated he and Tony Zehnder met with St. Charles Park District Public Relations & Marketing Manager Erika Young regarding the design of a marketing piece for the Active River project and Erika was a big help. Rick shared the flyer designed by Erika. Discussion took place regarding a flyer vs. a tri-fold or card design. Rick stated: Erika has limited time to devote to assisting with marketing for the project. Holly Cabel confirmed due to the Marketing workload Erika has for the district, she is not able to provide more services for this project.

Rick discussed having a logo designed which may be used to sell the project to the community; branding would be used throughout marketing. Rick suggested going to the River Corridor Foundation to seek funding for marketing the project. John Rabchuk stated: before asking for funding, quotes would need to be obtained to show the funds needed for marketing; would it be possible to apply for funds from the Riverboat grant for marketing? Rick may seek quotes for marketing purposes.

Holly Cabel stated: The River Corridor Master Plan may be referenced for those seeking more information on long range plans for the river.

**Task Force Updates**

Grant Applications

Bob Leonard Walk: A design was approved by River Corridor Foundation and Active River Task Force; up to \$20,000 was approved for the project by the River Corridor Foundation; an additional \$20,000 will be sought from Kane County Riverboat Fund; the application is not yet available.

Charlemagne Island Sculpture Project: John Rabchuk stated: the sculpture installation may cost \$70,000. The design is complete; will seek grant of \$20,000 from the Community Foundation of the Fox River Valley; the application is not available until 2/1/16 and grants aren't awarded until May 2016. Tom Anderson has suggested that the grant request from the Community Foundation should be \$20,000 and the Anderson family is prepared to make a substantial investment. Tom has discussed the cost of installation, permitting and improvements needed at the island with others

### **Government Services Presentation**

John Rabchuk stated he hadn't seen any press related to this evening's meeting. John encouraged committee members to attend and invite their friends and neighbors. The purpose of the meeting is to seek the City's support for the project; if the City supports the project then business owners and others may step forward as well. John shared some of the presentation information such as other successful projects; towns in which funding was provided by large donations and supported by the whole community. John stated: there are possible funding opportunities by businesses in town but the City needs to get behind the project; one business in town shared with John that they moved their business along the river because of the impending river project; he would like to see other businesses doing the same thing. John will also point out that the City has funding for the Freedom Walk and walking bridge; these projects may attract funding which in turn, will attract funding for this project.

Rick Brems stated: no group has gone into this type of project with funds; the preliminary costs need to be determined; the City needs to be on board so primary donors get on board. Riverboat applications are checked on a daily basis.

John stated that Larry Maholland is meeting with Batavia administrators to discuss how they received funds for their projects. IDNR is still in talks about removing all dams.

John stated: Row America may leave town as they don't feel there is support; John will mention rowing potential on river; University of Wisconsin Row Team was supposed to visit but did not.

### **Meetings with City Aldermen**

John has reached out to Bessner, Turner, and Stellato. Gaugel, Payleitner and Bancroft are strong supporters of the project.

### **Other Outreach Efforts**

#### **Row America**

John met with Libby Scarlatos and suggested Q Center property; nothing has come of it yet. John has initiated a meeting with Q Center officials.

### **St. Charles Rowing Club**

John met with both rowing clubs; they are supportive of the project and would like to be part of it.

Holly said it was important to educate the public of how this project can have a positive effect on not only the downtown area, but on home values in general as the image of St. Charles is enhanced.


John stated: The Park District has initiated some concept design efforts on how the project will affect Boy Scout Island. A preliminary engineering study needs to be done as well as determining development costs, exploration of ways to remove the siltation in the lagoon behind Boy Scout Island and look at what kind of compensatory land areas may be required. We need to get splash parks or small pocket parks going in downtown areas such as behind Harris Bank so that people can begin to see the benefits that the entire project can bring to the downtown. Friends of Fox River stated the push for removing dams will be stronger than ever if IDNR would be on board. St. Charles portion of the river is a high priority to IDNR as it is already classified as an impaired stretch of the river.

### **Adjournment**

Motion by Rick Brems to adjourn meeting, second by John Rabchuk. Meeting adjourned at 9:05 a.m.



	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Presentation of Switchgear Location on Route 31 between Horne and Roosevelt – Information Only					
	Presenter:	Tom Bruhl					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services 02.22.16			
	Planning & Development			City Council			
	Public Hearing						
Estimated Cost:	\$NA	Budgeted:	YES		NO		
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
Presentation regarding switchgear location on Route 31 between Horne and Roosevelt.							
<b>Attachments:</b> <i>(please list)</i>							
None							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
For Information Only							
<i>For office use only:</i>		<i>Agenda Item Number: 4.a</i>					

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Presentation of Status of Tree Commission and Possible Reorganization into a Natural Resources Commission – Information Only					
	Presenter:	Chris Adesso					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services – 02.22.2016			
	Planning & Development			City Council			
	Public Hearing						
Estimated Cost:	\$0.00	Budgeted:	YES		NO		
<b>Executive Summary:</b>							
<p>The City of St. Charles Tree Commission as established by ordinance (Ord. 1998-M-32 § 1; Ord. 1998-M-28 § 1) and defined in the City of St. Charles Code Chapter 12, Sections 12.20.040 &amp; 12.20.050 serves as an advisory commission to the Government Service Committee on matters pertaining to and covered by the City Code Chapter 12 – Trees &amp; Shrubs.</p> <p>Recently the Tree Commissioners have expressed an interest in expanding the purview of the Tree Commission to topics and matters that may fall under the influence for what is commonly known in other communities as a Natural Resources Commission (NRC). Some examples of topics that other communities Natural Resources Commissions are engaged in are: Invasive Species Infestation, Sustainable &amp; Native Landscapes, Water Quality, Water Conservation and other social and educational programs centering around Sustainability and improved Ecology.</p> <p>The Tree Commissioners have asked that staff present the concept of a Natural Resources Commission to the Government Services Committee and to gauge the interest of the Committee Members in the possible migration of the Tree Commission into an NRC. No immediate change is proposed and no action or motion is being recommended, rather the Staff and the Tree Commissioners would like to hear the Committee's thoughts on this idea.</p>							
<b>Attachments:</b> <i>(please list)</i>							
Provided for reference (City Code Chapter 12.20 – Trees & Shrubs)							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
None – For information only							
<i>For office use only:</i>		<i>Agenda Item Number: 4.b</i>					

Chapter 12.20

TREES AND SHRUBS<sup>4</sup>

Sections:

12.20.010	Definitions.
12.20.020	Purpose and intent.
12.20.030	Tree planting requirements.
12.20.040	Tree Commission: establishment, composition, appointment of members.
12.20.050	Tree Commission: duties.
12.20.060	Permits.
12.20.070	Public nuisance—trimming or removal required.
12.20.080	Care and maintenance required.
12.20.100	Wires and poles.
12.20.110	Violation—penalty.

**12.20.010 Definitions.**

As used within this Chapter, the following terms shall have the meanings set forth in this Section:

- A. **“Parkway”** means a strip of land is part of the dedicated street right-of-way extending from the edge of the street pavement or curb line to the right-of-way property line.
- B. **“Arborist”** The City Arborist of St. Charles, Illinois, a position requiring expertise in the field of arboriculture.
- C. **“Shrubbery”** means a group of low, usually several stemmed woody plants.
- D. **“Property Owner”** The record owner or contract purchaser of any parcel of land.
- E. **“Tree”** means a woody perennial plant having main stem or trunk exceeding ten feet in height at maturity.
- F. **“Root Flare”** means the exposed roots that flare out from the base of the tree.
- G. **“Volcano Mulching”** means mulch that has been piled up too high around the trunk of the tree similar to a volcano.
- H. **“ISA”** means International Society of Arboriculture.
- I. **“R.O.W.”** means right-of-way.  
(Ord. 2012-M-47 § 5; Ord. 2007-M-56 § 1; Ord. 1998-M-28 § 1; Prior code § 12.501.)

**12.20.020 Purpose and intent.**

- A. Purpose – It is the purpose of this Chapter to promote and protect the public health, safety and general welfare by providing for the regulation of the planting, maintenance and removal of trees and shrubs within the city.  
(Ord. 2012-M-47 § 5.)
- B. Intent – It is the intent of the City Council of St. Charles that the terms of this Chapter shall be construed so as to promote:
  - 1. The planting, maintenance, restoration and survival of desirable trees and shrubs within the city;
  - 2. The protection of community residents from personal injury and property damage, and the protection of St. Charles from property damage, caused or threatened by the improper planting, maintenance, or removal of trees and shrubs located within or affecting city owned property or city right-of-way.  
(Ord. 2012M-47 § 5)  
(Ord. 1998-M-28 § 1.)

## TREES AND SHRUBS

### 12.20.030 Tree planting requirements.

These requirements shall apply to any planting of trees as a result of subdivision/development or replacement.

A. **Size of Street Trees** -- Street trees to be planted or replanted shall have a trunk diameter (measured twelve inches above the ground) of not less than two and one-half inches. All new subdivisions shall have all street parkways planted with trees with a trunk diameter (measured twelve inches above the ground) of not less than two and one-half inches.

B. **Spacing**

1. Types of trees which attain a mature height of over fifty feet shall be planted not more than forty feet apart and not less than twenty feet apart nor within twenty feet of another tree outside the property line or within the parkway.
2. Types of trees used that have a mature height of less than fifty feet or are of narrow spreading habit shall be planted not more than thirty feet apart and not less than twenty feet apart nor within twenty feet of another tree outside the property line or within the parkway.
3. Small ornamental types of trees shall be planted not less than fifteen feet apart or within fifteen feet of another tree outside the property line or within the parkway.

C. **Location**

1. Trees shall be planted at least five – ten feet from all sidewalks, driveways or other paved areas.
2. Trees shall be centered in the parkway.
3. If the width of the parkway is less than five feet, only small ornamental type trees shall be planted.
4. No tree shall be allowed to be planted if parkway is less than three feet.
5. Trees shall be at least twenty feet from the property corner at all street intersections.
6. On corner lots, no planting shall be maintained higher than thirty inches above the centerline grade of the lowest intersecting street if located within the triangular portion of a front or side yard situated within twenty feet of a lot corner formed by the intersection of any two street right of way lines.
7. Only small ornamental type trees shall be planted under all overhead electric power lines.

(Ord. 2007-M-56 § 1)

D. **Tree Species** – Selection of street trees shall give preference to species native to the Northern Illinois region. All trees shall be transplanted from stock grown in Northern Illinois. The following list of trees is restricted from use in any area covered by this ordinance.

Common Name	Scientific Name
Norway Maple Species	Acer Platanoides
Weeping Willow	Salix Niba
Poplars (except Cottonless Cottonwood)	Populus albo and others
Box Elder	Acer negundo
Tree of Heaven	Ailanthus altissima
Chinese Elm	Ulmus siberica
Female Ginkgo	Ginkgo biloba female
Mulberry	Morus alba and others
Black Locust	Robinis pseudoscacis
Sycamore	Platanus occidentalis
Seedline from soft (silver) maple	Acer Saccharinum
All fruit trees	
All Ash trees	
Pine or Spruce trees	
Russian Olive	Elaeagnus angustifolia

## TREES AND SHRUBS

(Ord. 2007-M-56 § 1; Ord. 1998-M-28 § 1; Ord. 1992-M-66 § 1; Ord. 1992-M-47 § 1; Ord. 1988-M-98 § 1; Ord. 1986-M-63 § 12.502; Prior code: § 12.503; 12.504; 12.505; 12.507; and 12.508.)

### **12.20.040 Tree Commission: establishment, composition, appointment of members.**

- A. **Establishment** – The St. Charles Tree Commission (hereinafter “Tree Commission”) is hereby established. Its functions and duties are limited to those set forth in this chapter.
  - B. **Composition** – The St. Charles Tree Commission shall be composed of nine commissioners. All commissioners shall be appointed by the Mayor with the approval of the Council. All commissioners shall serve without pay. Subject to the exceptions in paragraph “c” immediately below, each commissioner shall serve for a term of four years.
  - C. **Appointment of Members** – Four of the nine commissioners initially appointed to the Tree Commission shall serve for a term of two years; five of the nine commissioners initially appointed shall serve for a term of four years. Terms shall start on May 1. Determination of the initial term length (two or four year) shall be by lot. The Chairperson of the Tree Commission shall be elected by majority vote of the Tree Commission and shall be subject to re-election annually on May 1.
  - D. **Expiration or Vacation of Terms** – Within thirty days following the expiration of the term of any appointed commissioner, a successor shall be appointed by the Mayor with the approval of the Council, and the successor shall serve for a term of four years. Should any commissioner resign or be removed from the Tree Commission, a successor shall be appointed by the Mayor with the approval of the Council and shall serve for the unexpired period of the vacated term. A member of the Tree Commission may be removed by the Mayor with the approval of a majority of Council.
- (Ord. 1998-M-32 § 1; Ord. 1998-M-28 § 1.)

### **12.20.050 Tree Commission duties.**

- A. **Duties** – The Tree Commission shall perform the following duties:
    - 1. Within a reasonable time after the appointment of the Tree Commission, upon call of the Chairperson of the Tree Commission, the Tree Commission shall meet and adopt rules of procedure for regular and special meetings to fulfill the duties imposed upon it by this Chapter.
    - 2. The Tree Commission shall advise and consult the Government Services Committee on any matter pertaining to the matters covered in this Chapter and its enforcement. The topics under which this advice and consultation may be given may include, but are not limited to, any of the following:
      - a. Amendment to this Chapter and alteration or revisions of the urban Forestry Plan;
      - b. Policy concerning selection, planting, maintenance, and removal of trees and shrubs within the City;
      - c. Recommend allocation of funds and expenditures of funds by Department of Public Works for planting and maintenance of trees and shrubs on city-owned property or right-of-way.
      - d. Establishment of educational and informational programs including, but not limited to, yearly Arbor Day celebration.
- (Ord. 2012-M-47 § 5.)
- 3. The Tree Commission, with the assistance of the Public Works Department and City Arborist, shall develop, and each subsequent year, update the urban Forestry plan. The plan shall outline urban forestry program activities for a minimum of the next five years. This plan shall describe the urban forestry activities to be undertaken by the city, the reasons for those activities, the possible funding source(s), the means of accomplishing the activities, the alternatives available to the city to fund or accomplish the activity, the projected date of completion and the consequences if the activity is not completed. Activities may include, but are not limited to street tree inventory, planting, tree removal, beautification projects and educational projects.
  - 4. The Tree Commission, with the assistance of the Public Works Department and the City Arborist, shall develop and periodically review and revise, as necessary, the Trees and Shrub

## TREES AND SHRUBS

ordinance. This ordinance shall contain regulations and standards for the planting, maintenance and removal of trees and shrubs upon city-owned property and right-of-way. (Ord. 2012-M-47 § 5.)

5. The Tree Commission shall cause the Urban Forestry Plan and the Trees and Shrub Ordinance, and all revisions and amendments to it, to be published and promulgated and shall cause copies of the ordinance and all revisions and amendments to it, to be available for public inspection at the office of the City Clerk. The Trees and Shrub Ordinance and any revisions and additions thereto shall become effective upon the effective date of any ordinance approving the ordinance or revision or amendments thereto.
6. The Tree Commission shall inform the public about the activities of the Tree Commission.
7. The City shall issue such permits as are required by this Chapter and shall obtain as a condition precedent to the issuance of such permits the written agreement of each person who applies for such permits that he or she will comply with the requirement of this Chapter, the Urban Forestry Plan and with the regulations and standards of the Tree and Shrub Ordinance. The Public Works Department shall have the right to inspect all work performed pursuant to such permits. If the Public Works Department finds that the work performed is not in compliance with the requirements of this Chapter, the Urban Forestry Plan or with the regulations or standards of the Tree and Shrub Ordinance, the Public Works Department shall provide written notice of his/her finding to the permit applicant. The notice shall contain a copy of Section 12.20 of this Chapter, and the permit shall be nullified and shall be void and the Public Works Department may issue a written order that the permit applicant cease and desist all work for which the permit was required. The permit applicant shall be subject to penalty under the terms of the Ordinance. The Public Works Department may take steps to correct the results of the non-complying work and the reasonable costs of such steps shall be charged to the permit applicant.

- B. **Public Utility Companies** – Nothing in this section shall be construed to exempt public utility companies or their agents from any of the requirements of this Ordinance. (Ord. 1998-M-28 § 1.)

### 12.20.060 Permits.

- A. **Scope of Requirements** – No person or contractor may perform any of the following acts without first obtaining from the City, a permit for which no fee shall be charged. Nothing in this section shall be construed to exempt any person from the requirements of obtaining any additional permits as are required by law. Persons obtaining such permits must have a qualified tree expert. No work shall be done without the City's Arborist approval.
1. Plant on city-owned property or right-of-way, remove or otherwise disturb any tree, shrub, or stump located on city-owned property. Except that this provision shall not be construed to prohibit owners of property adjacent to city-owned property from watering, pruning or fertilizing without a permit, any tree or shrub located on such city-owned property. (Ord. 2012-M-47 § 5.)
  2. Trim, prune or remove any tree or portions thereof if such tree or portions thereof reasonably may be expected to fall on city-owned property and thereby to cause damage to persons or property.
  3. Mulch applied to City R.O.W. trees must meet with ISA standards. Mulch should not be in contact with trees. No volcano mulching. Mulch should be 2"- 4" thick but dishd at trunk to keep mulch from contacting trunk.
  4. Planter boxes that are added after a tree has been planted can only be approximately 4"- 6" higher than root flare. Materials added to box cannot cover root flare or come into contact with trunk. No existing planter boxes can be grandfathered in. Any plants or planter boxes damaged in the removal or maintenance of tree is homeowner's responsibility.
  5. No vegetation shall be planted that interferes with the inspection of the root flare or trunk for parkway tree. Any damage or removal to said vegetation shall not be replaced and is not the responsibility of the City of St. Charles.

## TREES AND SHRUBS

6. Place on city-owned property or right-of-way, either above or below ground level, a container for trees or shrubs.
7. Damage, cut, tap, carve or transplant any tree or shrub located on city-owned property or right-of-way.
8. Attach any rope, wire, nail, sign, poster or any other man-made object to any tree or shrub located on city-owned property.

(Ord. 2012-M-47 § 5.)

- B. **Issuance** – Within seven days of receipt of the application, the Public Works Department shall issue a permit to perform within thirty days of the day of issuance any of the acts specified in Parts (A) and (B), immediately above, for which a permit is requested whenever:

1. Such acts would result in the abatement of a public nuisance; or
2. Such acts are not inconsistent with the development and implementation of the Urban Forestry Plan or with any regulations or standards of the Tree and Shrub Ordinance; and whenever
3. An application has been signed by the applicant and submitted to the Public Works Department detailing the location, number, size and species of trees or shrubs, that will be affected by such acts, setting forth the purpose of such acts and the methods to be used, and presenting any additional information that the Public Works Department may find reasonably necessary;

(Ord. 2012-M-47 § 5.)

4. The applicant agrees to perform the work for which the permit is sought in accordance with the provisions of this Ordinance, the Urban Forestry Plan.
5. The applicant certifies that he or she has read and understands those provisions of the Urban Forestry Plan, this Chapter and of the Ordinance which are pertinent to the work for which the permit is sought.
6. If the work for which a permit is issued entails the felling of any tree or part thereof, located on private property, which, as a result of such felling reasonably may be expected to fall upon city-owned property or right-of-way, and if such felling is done by one other than the owner of the property on which such felling is done, the applicant agrees to indemnify and to hold the city of St. Charles harmless for all damages resulting from work conducted pursuant to the permit and deposits with the City Clerk a Liability Insurance Policy in the amount of \$100,000 per person/\$300,000 per accident for Bodily Injury Liability and \$50,000 aggregate for Property Damage Liability, which policy shall name St. Charles as an additional insured.

- C. **Public Utility Companies** – Nothing in this section shall be construed to exempt public utility companies or their agents from any of the requirements of this Ordinance.

- D. **Exceptions** – The following persons are exempt from permit requirements noted above:

1. The Public Works Department
2. Persons hired by or agents of the Public Works Department with proof of insurance
3. Persons performing work within city right of way authorized by an approved subdivision
4. Building permit or right-of-way permit
5. Those acts which the Director of Public Works determines are immediately necessary because of public health and safety hazards

(Ord. 2007-M-56 § 1; Ord. 1998-M-28 § 1.)

### 12.20.070 Public nuisance – trimming or removal required.

- A. **Definition** – The following are hereby declared public nuisances under this Chapter:

1. Any dead or dying tree or shrub, whether located on city-owned property or right-of-way or which affects or may affect city owned property or right-of-way;
2. Any otherwise healthy tree or shrub, whether located on city-owned property or right-of-way, which harbors insects or diseases which reasonably may be expected to injure or harm any tree or shrub;
3. Any tree or shrub, or portion thereof, whether located on city-owned property or right-of-way, or on private property, which affects or may affect city-owned property or right-of-way,

## TREES AND SHRUBS

which by reason of location or condition constitutes an imminent danger to the health, safety or welfare of the general public;

4. Any tree or shrub or portion thereof whether located on city-owned property, or right-of-way, private property which affects or may affect city-owned property or right-of-way, which obstructs the free passage of pedestrian or vehicular traffic or which obstructs a traffic control device on city property;

(Ord. 2012-M-47 § 5.)

B. **Right to Inspect** – The officers, agents, servants and employees, of the city have the authority to enter onto private property whereon there is located a tree, shrub, plant or plant part which is reasonably suspected to be a public nuisance, but only to the extent necessary to confirm whether a public nuisance exists.

C. **Abatement** – The following are the prescribed means of abating public nuisances under this chapter;

1. Any public nuisance under this chapter which is located on city-owned property or right-of-way shall be pruned, removed or otherwise treated by the Public Works Department in whatever fashion is required to cause the abatement of the nuisance within a reasonable time after its discovery.
2. Any public nuisance such as: Dutch elm disease, Emerald ash borer, and Oak wilt but not restricted to only these nuisances under this chapter which is located on privately-owned property shall be pruned, removed, or otherwise treated by the property owner or his/her agent in whatever fashion is required to cause the abatement of the nuisance. No property owner may be found guilty of violating this provision unless and until the following requirements of notice have been satisfied:
  - a. The Public Works Department shall cause a written notice to be personally served or sent by Certified Mail to the person to whom was sent the tax bill for the general taxes for the last preceding year, or an adult resident or operator of the premises;
  - b. Such notice shall describe by legal description or by common description the premises;
  - c. Such notice shall state the actions that the property owner or occupant may undertake to abate the nuisance;
  - d. Such notice shall require the elimination of the nuisance within thirty days of the date of service of the notice, or such shorter period of time as is deemed necessary for public safety and welfare by the Public Works Department.
  - e. In the event that the nuisance is the Emerald Ash Borer (EAB) the resident shall have until the end of the current or next flight season, as the case may be, to remove infested trees. Flight season runs from May 1 through July 31.

(Ord. 2008-M-75 § 1.)

3. The Public Works Department is empowered to cause the immediate abatement of any public nuisance provided that the nuisance is determined by the Public Works Department to be an immediate threat to any person or property.

(Ord. 2007-M-56 § 1; Ord. 1998-M-28 § 1; Prior code § 12.509.)

### **12.20.080 Care and maintenance required.**

Proper maintenance and care shall be given all newly planted trees and shall be replaced by the party responsible for the new tree if not alive one year after date of planting. The party responsible for maintenance of right-of-way parkway should also be responsible for maintenance (water, fertilizer) of trees in the parkway.

(Ord. 1998-M-28 § 1.)

### **12.20.100 Wires and poles.**

It is unlawful to attach any wire or rope to any tree or shrub on any public street, parkway or other public place without the permission of the director of special services. Any person or company which maintains poles and wires in the streets, alleys or other public places, shall in the absence of provision in the franchise covering the subject, keep such wires and poles free from and away from any trees and




## TREES AND SHRUBS

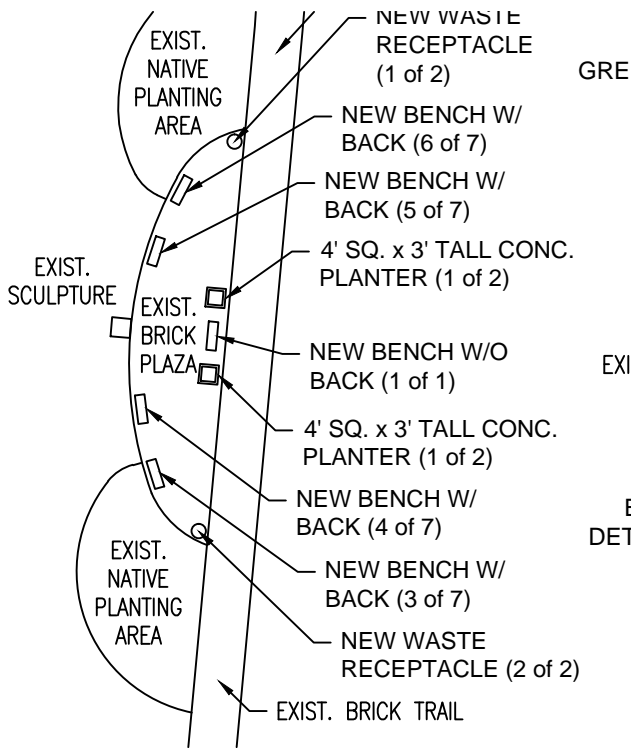
shrubs in such places as far as possible, and shall keep all such trees and shrubs near such wires and poles properly trimmed, subject to the supervision of the Director of Public Works or his designee, so that no injury shall be done either to the poles or wires or to the shrubs and trees by their contact.  
(Ord. 1998-M-28 § 1; Prior code § 12.510.)

### **12.20.110 Violation and penalty.**

Any person who violates any provision of this chapter or who fails to comply with any notice issued pursuant to the provisions of chapter, upon being found guilty of violation, shall be subject to a fine not to exceed Seven Hundred Fifty (\$750.00) Dollars for each separate offense, and each day during which any violation of the provisions of this chapter shall occur or continue shall be a separate offense. If, as the result of the violations of any provisions of this Ordinance, the injury, mutilation or death of a tree or shrub located on city-owned property or right-of-way is caused, the cost of repair or replacement of such tree or shrub shall be borne by the party in violation. The replacement value of trees and shrubs shall be determined in accordance with the latest revision of *A Guide to the Professional Evaluation of Landscape Trees, Specimen Shrubs and Evergreens*, as published by the International Society of Arboriculture.

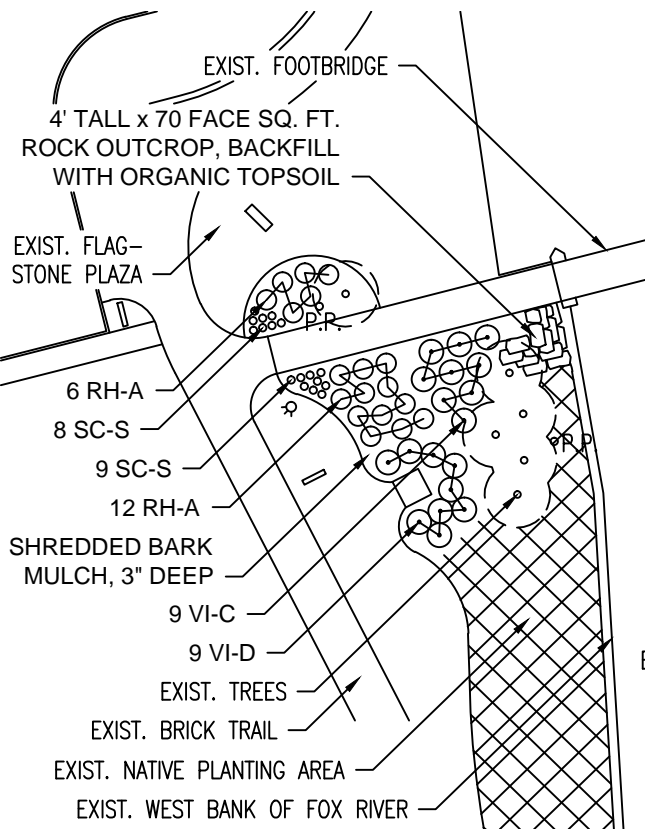
(Ord. 2012-M-47 § 5; Ord. 1998-M-28 § 1; Prior code § 12.511)

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Recommendation to Authorize the use of City Property located at the Bob Leonard Walkway for Grant Applications					
	Presenter:	Chris Adesso					
Please check appropriate box:							
	Government Operations		X	Government Services – 02.22.16			
	Planning & Development			City Council			
	Public Hearing						
Estimated Cost:	N/A	Budgeted:	YES		NO	X	
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
<p>The River Corridor Foundation is proposing to engage in an improvement project along the Bob Leonard Walkway Phase II, from Prairie Street to Indiana Street adjacent to the Brownstones. The proposed project will include the addition of landscaping along the walkway, the installation of outdoor furniture such as benches, planters and trash receptacles, and a public art piece that is tentatively slated to be located on the Island just to the south of the Indiana Street pedestrian bridge.</p> <p>In order to fund the proposed project, the River Corridor is planning to apply for two grants. One grant is from the Community Foundation and the other is from the Kane County River Boat Granting Program. As part of the application process, the granting agencies request that the applicant gain authorization to use the property if they are not the property owner. The City of St. Charles owns the property commonly known as the Bob Leonard Walk and therefore the River Corridor Foundation is requesting that the City provide authorization to use the property for this project.</p>							
<b>Attachments:</b> (please list)							
* Copy of Proposed Location Map & Draft Plan * Copy of Exhibit of Kinetic Statue							
<b>Recommendation / Suggested Action:</b>							
Recommendation to Authorize the use of City Property located at the Bob Leonard Walkway for Grant Applications.							
For office use only:		Agenda Item Number: 4.c					



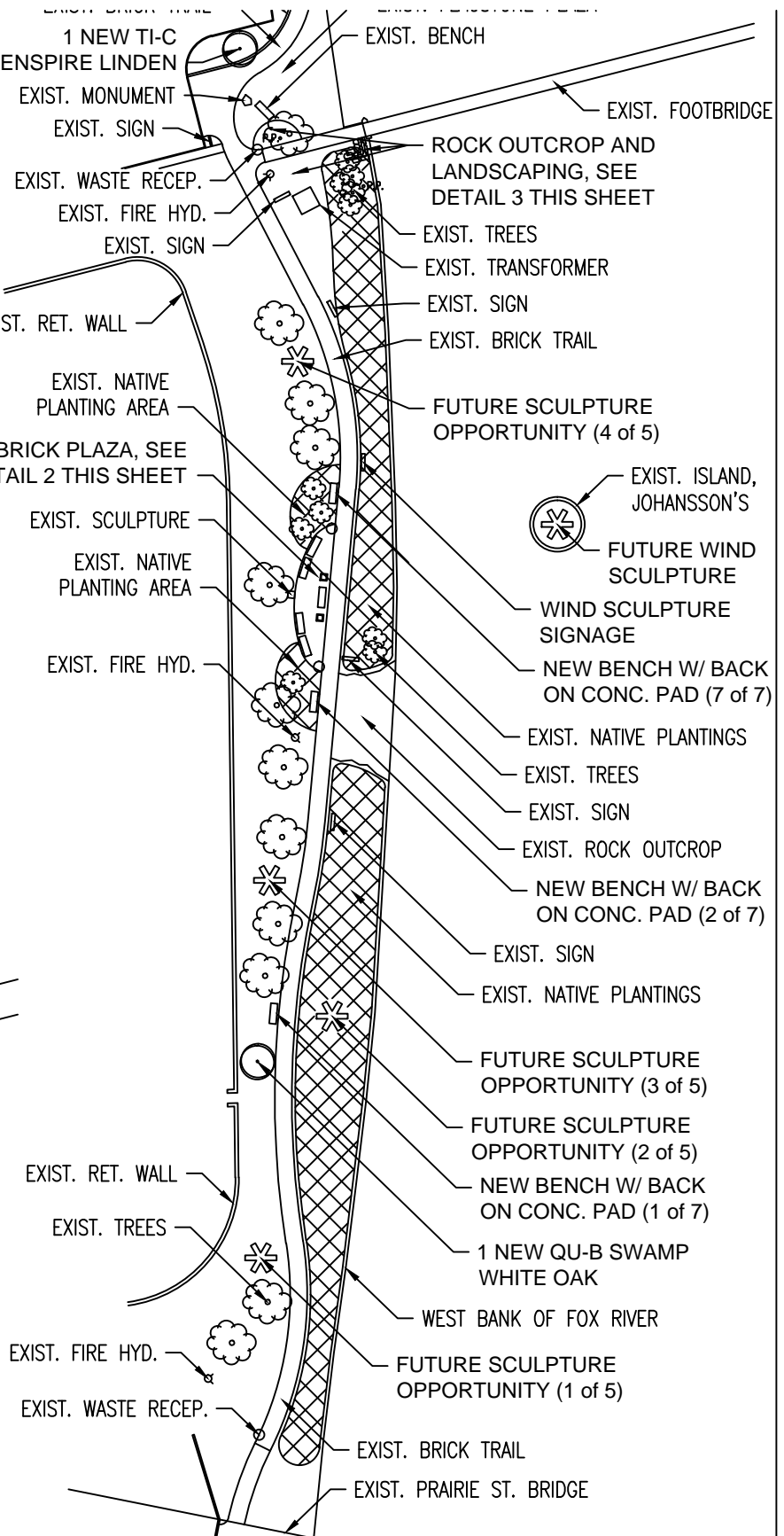
2 PLAZA PLAN

1" = 40' = 0"



3 ROCK OUTCROP PLAN

1" = 40' = 0"



1 RIVERWALK PLAN

1" = 100' = 0"





BOB LEONARD RIVER WALK IMPROVEMENTS  
ST. CHARLES RIVER CORRIDOR FOUNDATION

FEB. 06, 2016





	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Status of AT&T Pole Attachment Agreement – Information only					
	Presenter:	Tom Bruhl					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services 02.22.16			
	Planning & Development			City Council			
	Public Hearing						
Estimated Cost:	\$NA	Budgeted:	YES		NO		
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
<p>The City and AT&amp;T entered into a rental agreement in 1984 that allows AT&amp;T to connect their cables to City owned poles. Among other things, the agreement defines the calculation of annual rental attachment fees and a timeframe for AT&amp;T to transfer their cables to a new pole when the City replaces a pole.</p> <p>With regard to the timeliness of pole transfers, the City is responsible for maintaining the poles in good condition, and we regularly replace rotted poles. AT&amp;T has historically been very tardy in transferring their cables to our new poles so that we can remove the rotted poles. The agreement calls for their transfer to be completed within 60 days, and it is common for transfers to take more than 2 years. This issue is very important to the City from a liability standpoint, since the City still owns the rotted pole with AT&amp;T attached to it. If said poles were to fall and cause property loss or personal injury, the City would surely be named in the subsequent lawsuit.</p> <p>AT&amp;T and the City Finance Department are in dispute over the financial calculations of the annual pole rental fee. The City has offered AT&amp;T amendments to the agreement to address these issues and also provide for language that involves AT&amp;T in our overhead to underground projects.</p>							
<b>Attachments:</b> <i>(please list)</i>							
None							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
For Information Only							
<i>For office use only:</i>		<i>Agenda Item Number: 4.d</i>					

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Presentation of ComEd Reliability Quarterly Report					
	Presenter:	Tom Bruhl					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services			02.22.16
	Planning & Development			City Council			
	Public Hearing						
Estimated Cost:	\$	Budgeted:	YES		NO		
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
Presentation of the discussion that occurred with ComEd and system reliability since the last update.							
<b>Attachments:</b> <i>(please list)</i>							
ComEd Reliability Memo, ComEd Maintenance Program Status Chart							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
For information only.							
<i>For office use only:</i>		<i>Agenda Item Number: 4.e</i>					



Public Works Department  
- Electric Office -



# Memo

Date: 2/10/2016  
To: Peter Suhr  
From: Tom Bruhl  
Re: ComEd Update

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Staff continues to meet with ComEd quarterly and communicate in a timely fashion if outages occur.

ComEd completed investigations of all sustained and momentary outages. City staff is satisfied with the detailed follow-up and corrective actions taken. Except for a few momentary outages, ComEd investigations resulted in positive confirmation of the cause and corresponding corrective action. A number of outages were upstream transmission problems and not issues with the 34.5kV lines feeding the City.

ComEd continues to do an excellent job with respect to root cause investigation and the corrective actions. Four momentary outages were linked to ComEd metering equipment. ComEd performed a detailed investigation looking for a root or common cause. While none was confirmed, ComEd is installing additional lightning protection around the metering sites, as show on the attached spreadsheet.

For calendar 2015, there were a total of 21 outages related to ComEd lines. Eighteen of the outages were momentary "blinks". The other three events resulted in sustained outages.

**Sustained Outages were:**

2/3/15 – L7962 – central part of City – 28 minutes – failed connector

10/31/15 – L13167 & L13155 – NE & SE quadrants – 58 minutes – Animal nesting material at West Chicago Substation

11/18/15 – L11167 – SE & NE quadrants – 52 minutes – uprooted tree along ROW fell into line

These outages were restored using reserve capacity on other ComEd lines and St. Charles switching.

While statistically the 21 outages appears to be worse performance compared to 2014, customer outage minutes related to ComEd were down 40%. While the momentary outages are an inconvenience, they are a standard protective measure that avoids sustained outages.

ComEd has also provided a spreadsheet showing the status and schedule for their normal maintenance programs, cells highlighted in yellow depict items that were completed in 2015.

ComEd continues to work with the City with respect to their system planning activities related to summer peak loads, and our contingency plans remain intact.


As a follow up task from our Emmitsburg training with FEMA, staff has initiated discussion with ComEd about providing support at an EOC (Emergency Operations Center) in the event of a major storm. Staff will continue to coordinate and plan with ComEd for major emergency response.



## 2015 ComEd Maintenance & System Improvements Relating To The City of St. Charles

Line Number and (Sub Served)	Date of Last Tree Trimming ***	*Target Date of Next Tree Trimming ***	Date of Last Thermoscan Inspection	*Target Date of Next Thermoscan Inspection	Date of Last Maintenance Inspection	*Target Date of Next Maintenance Inspection	Projects in ComEd Substation Related to Lines	Other Projects
L7962 (1/2 of City Hall Sub) and (Red Gate Rd. Sub)	3/27/2012	3/26/2016	2/12/2015	12/31/2017	1/16/2014	12/31/2016	All P.M.'S currently on schedule	Entire Line Thermo Scanned following Lockout on 2/3/15. No anomalies found. Additional arrestor protection will be installed near the Primary Metering Poles at ESSW513 & ESSW514 in 2016
L13150 (1/2 City Hall Sub) and (1/2 Prairie St Sub)	8/17/2013	8/17/2017	9/15/2015	12/31/2017	2/27/2014	12/31/2016	All P.M.'S currently on schedule	Additional arrestor protection will be installed near the Primary Metering Pole in 2016.
L13154 (1/2 N 12th St Sub) and (1/2 Dunham Sub)	8/15/2013	8/15/2017	6/29/2015	12/31/2017	9/15/2015	12/31/2017	All P.M.'S currently on schedule	Additional arrestor protection will be installed near the Primary Metering Pole in 2016.
L13155 (1/4 Dukane Sub)	7/15/2013	7/15/2017	6/29/2015	12/31/2017	3/6/2015	12/31/2017	All P.M.'S currently on schedule	
L13156 (1/4 Dukane Sub)	6/17/2013	6/17/2017	9/10/2015	12/31/2017	9/16/2015	12/31/2017	All P.M.'S currently on schedule	Additional arrestor protection will be installed near the Primary Metering Pole in 2016.
L13167 (was L13159) (1/2 Dunham Sub)	6/30/2013	6/30/2017	6/24/2014	12/31/2016	11/4/2014	12/31/2016	All P.M.'S currently on schedule	Additional arrestor protection will be installed near the Primary Metering Pole in 2016.
L57736 (1/2 N 12th St Sub)	4/19/2014	4/18/2018	1/16/2014	12/31/2016	4/15/2014	12/31/2016	All P.M.'S currently on schedule	
L11167 (1/2 Dukane Sub)	7/12/2012	7/11/2016	6/9/2015	12/31/2017	2/26/2015	12/31/2017	All P.M.'S currently on schedule	
L56931 (Peck Rd Sub) and (1/2 Prairie St Sub)	6/30/2014	6/30/2018	5/1/2014	12/31/2016	10/17/2015	12/31/2017	All P.M.'S currently on schedule	Additional arrestor protection will be installed near the Primary Metering Pole in 2016.

Target dates can vary slightly due to work load.

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Recommendation to Approve Resolution Authorizing Application to Kane County Riverboat Grant Program					
	Presenter:	Karen Young					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services 02.22.2016			
	Planning & Development			City Council			
Estimated Cost:	\$100,000	Budgeted:	YES	X	NO		
<b>Executive Summary:</b>							
<p>Each year Kane County offers grant programs to help improve the quality of life within Kane County. The City of St. Charles successfully received funding in the past from the Kane County Riverboat Grant Program to assist with the completion of the Bob Leonard Riverwalk Project and the Municipal Center Parking Lot. Staff is proposing to submit an application for Kane County Riverboat Grant funding for the 7<sup>th</sup> Avenue Creek Project.</p> <p>This project includes the development of a Watershed Management Plan for the 7<sup>th</sup> Avenue Creek and 7<sup>th</sup> Avenue Creek Tributary. In short a Watershed Management Plan identifies water quality problems in the watershed, proposed solutions, and creates a strategy for putting those solutions in action. The planning process consists of public involvement, fact-finding, analysis and interpretation of information and trends concerning location political, social, environmental and economic aspects of the watershed. This process takes into consideration viable alternatives and their cost effectiveness to create recommendations to meet present and future needs in a comprehensive plan.</p> <p>The 2016 grant application will be requesting an amount of \$100,000, which is the maximum allowable amount under this grant. As part of the application submittal to the County, approval of the attached resolution is required. Staff has been working closely with Kane County staff on the submittal and for these reasons staff requests that the City Council approve the resolution to authorize the application of the grant and to allow staff to execute all documents upon receipt of grant monies.</p>							
<b>Attachments:</b> <i>(please list)</i>							
Copy of Resolution Authorizing Application to Kane County Riverboat Grant							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
Recommendation to approve a Resolution Authorizing Application to Kane County Riverboat Grant and that the City Administrator be authorized to execute all necessary documents.							
<i>For office use only:</i>		<i>Agenda Item Number: 4.f</i>					

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

**A Resolution Authorizing Application for Kane County Development  
Funds and Execution of all Necessary Documents**

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

WHEREAS, the City of St. Charles has determined that it is in its best interests to submit an application for Kane County Riverboat Funds for the 7<sup>th</sup> Avenue Creek Project and Watershed Master Plan, and;

WHEREAS, said project will include development of a Watershed Master Plan for the 7<sup>th</sup> Avenue Creek and 7<sup>th</sup> Avenue Creek Tributary, and;

WHEREAS, the Kane County Board must approve said application and will require the City of St. Charles to execute a Funding Agreement and other necessary documents upon approval.

NOW THEREFORE, be it resolved by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, as follows:

SECTION ONE: That Raymond P. Rogina, Mayor, is hereby authorized to execute an application for Kane County Riverboat Funds, a Funding Agreement and other necessary documents upon approval of the application by the Kane County Board, and any requests for payment and documentation required to be submitted by the City of St. Charles to Kane County requesting the dispersal of funds.

SECTION TWO: That any changes to the above-stated project description must be approved by the City of St. Charles.

SECTION THREE: This Resolution shall be in full force and effect upon its passage and approval.

PRESENTED to the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

PASSED by the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

APPROVED by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

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

Page 2

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Ray P. Rogina, Mayor

ATTEST:

---

City Clerk


COUNCIL VOTE:

Ayes:

Nays:

Absent:

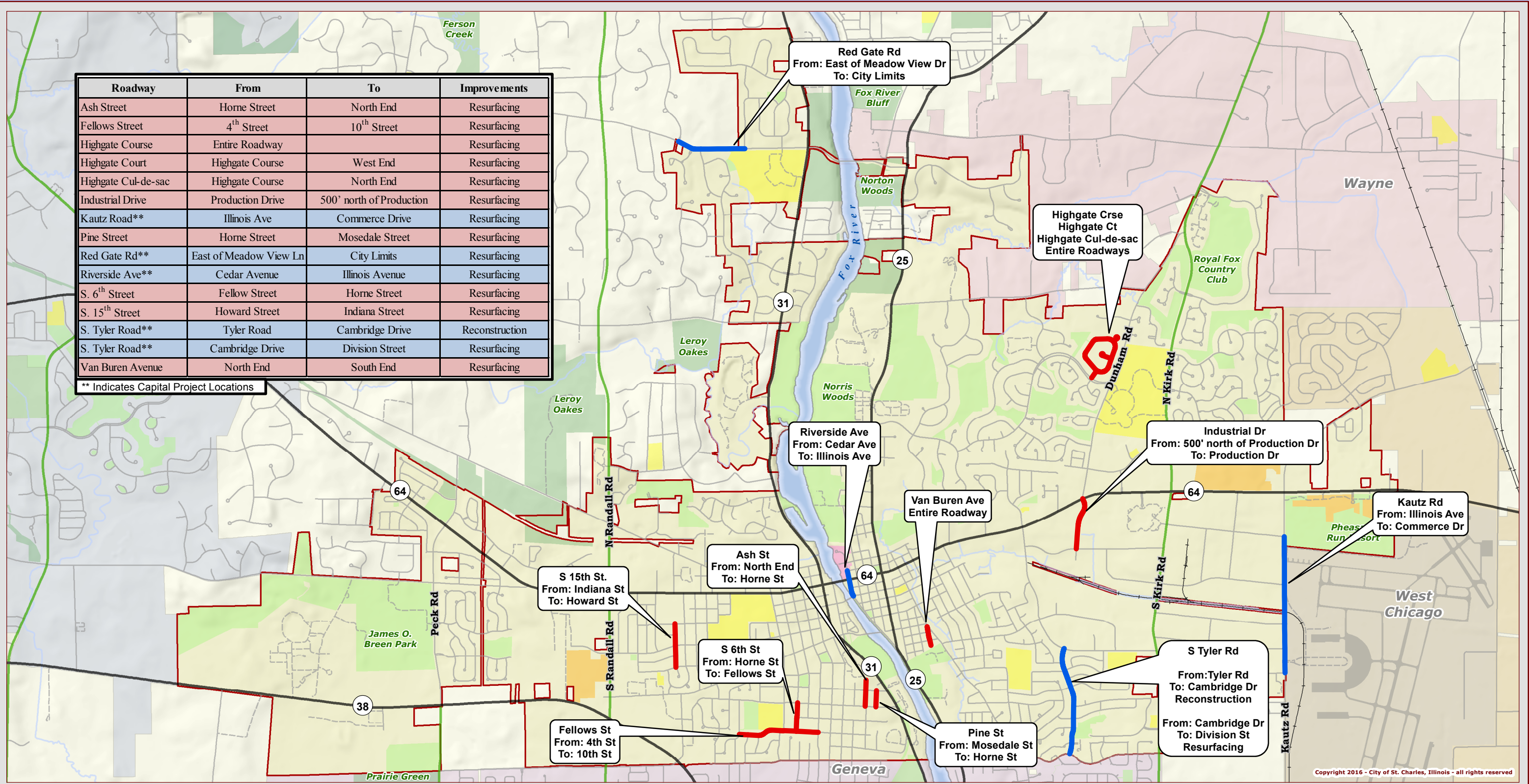
Abstain:

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>																																																																																					
	Title:	Presentation of Proposed 2016 Roadway Projects																																																																																				
	Presenter:	Karen Young																																																																																				
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	Government Operations		X	Government Services 02.22.2016																																																																																		
	Planning & Development			City Council																																																																																		
Estimated Cost:	N/A	Budgeted:	YES	X	NO																																																																																	
<b>Executive Summary:</b>																																																																																						
<p>City staff is presenting the recommended roadways to be part of the City's 2016 MFT Street Rehab Program and other independent Capital projects. The following is a list of the proposed public roadway locations for rehabilitation or reconstruction planned for 2016.</p> <table border="1"> <thead> <tr> <th></th> <th>Roadway</th> <th>From</th> <th>To</th> <th>Improvements</th> </tr> </thead> <tbody> <tr><td>1</td><td>Ash Street</td><td>Horne Street</td><td>North End</td><td>Resurfacing</td></tr> <tr><td>2</td><td>Fellows Street</td><td>4<sup>th</sup> Street</td><td>10<sup>th</sup> Street</td><td>Resurfacing</td></tr> <tr><td>3</td><td>Highgate Course</td><td>Entire Roadway</td><td></td><td>Resurfacing</td></tr> <tr><td>4</td><td>Highgate Court</td><td>Highgate Course</td><td>West End</td><td>Resurfacing</td></tr> <tr><td>5</td><td>Highgate Cul-de-sac</td><td>Highgate Course</td><td>North End</td><td>Resurfacing</td></tr> <tr><td>6</td><td>Industrial Drive</td><td>Production Drive</td><td>500' north of Production</td><td>Resurfacing</td></tr> <tr><td>7</td><td>Kautz Road</td><td>IL Route 64</td><td>Commerce Drive</td><td>Resurfacing</td></tr> <tr><td>8</td><td>Pine Street</td><td>Horne Street</td><td>Mosedale Street</td><td>Resurfacing</td></tr> <tr><td>9</td><td>Red Gate Road</td><td>Meadowview Drive</td><td>Tradition Boulevard</td><td>Resurfacing</td></tr> <tr><td>10</td><td>Riverside Drive</td><td>Cedar Avenue</td><td>Illinois Avenue</td><td>Resurfacing</td></tr> <tr><td>11</td><td>S. 6<sup>th</sup> Street</td><td>Fellow Street</td><td>Horne Street</td><td>Resurfacing</td></tr> <tr><td>12</td><td>S. 15<sup>th</sup> Street</td><td>Howard Street</td><td>Indiana Street</td><td>Resurfacing</td></tr> <tr><td>13</td><td>S. Tyler Road</td><td>Tyler Road</td><td>Cambridge Drive</td><td>Reconstruction</td></tr> <tr><td>14</td><td>S. Tyler Road</td><td>Cambridge Drive</td><td>Division Street</td><td>Resurfacing</td></tr> <tr><td>15</td><td>Van Buren Avenue</td><td>North End</td><td>South End</td><td>Resurfacing</td></tr> </tbody> </table>								Roadway	From	To	Improvements	1	Ash Street	Horne Street	North End	Resurfacing	2	Fellows Street	4 <sup>th</sup> Street	10 <sup>th</sup> Street	Resurfacing	3	Highgate Course	Entire Roadway		Resurfacing	4	Highgate Court	Highgate Course	West End	Resurfacing	5	Highgate Cul-de-sac	Highgate Course	North End	Resurfacing	6	Industrial Drive	Production Drive	500' north of Production	Resurfacing	7	Kautz Road	IL Route 64	Commerce Drive	Resurfacing	8	Pine Street	Horne Street	Mosedale Street	Resurfacing	9	Red Gate Road	Meadowview Drive	Tradition Boulevard	Resurfacing	10	Riverside Drive	Cedar Avenue	Illinois Avenue	Resurfacing	11	S. 6 <sup>th</sup> Street	Fellow Street	Horne Street	Resurfacing	12	S. 15 <sup>th</sup> Street	Howard Street	Indiana Street	Resurfacing	13	S. Tyler Road	Tyler Road	Cambridge Drive	Reconstruction	14	S. Tyler Road	Cambridge Drive	Division Street	Resurfacing	15	Van Buren Avenue	North End	South End	Resurfacing
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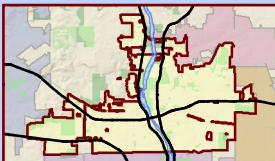


2016 Road Construction



Roadway	From	To	Improvements
Ash Street	Horne Street	North End	Resurfacing
Fellows Street	4 <sup>th</sup> Street	10 <sup>th</sup> Street	Resurfacing
Highgate Course	Entire Roadway		Resurfacing
Highgate Court	Highgate Course	West End	Resurfacing
Highgate Cul-de-sac	Highgate Course	North End	Resurfacing
Industrial Drive	Production Drive	500' north of Production	Resurfacing
Kautz Road**	Illinois Ave	Commerce Drive	Resurfacing
Pine Street	Horne Street	Mosedale Street	Resurfacing
Red Gate Rd**	East of Meadow View Ln	City Limits	Resurfacing
Riverside Ave**	Cedar Avenue	Illinois Avenue	Resurfacing
S. 6 <sup>th</sup> Street	Fellow Street	Horne Street	Resurfacing
S. 15 <sup>th</sup> Street	Howard Street	Indiana Street	Resurfacing
S. Tyler Road**	Tyler Road	Cambridge Drive	Reconstruction
S. Tyler Road**	Cambridge Drive	Division Street	Resurfacing
Van Buren Avenue	North End	South End	Resurfacing

\*\* Indicates Capital Project Locations



Publication Date:  
February 9th, 2016  
Data Source:  
City of St. Charles, Illinois  
Kane County, Illinois  
Dupage County, Illinois  
Projection: Transverse Mercator  
Coordinate System: Illinois State Plane East  
North American Datum 1983  
Ticket # 977



Capital Project MFT Project

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	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Recommendation to Approve Resolution with the Illinois Department of Transportation for the 2014 Street Rehabilitation Project					
	Presenter:	Karen Young					
<i>Please check appropriate box:</i>							
	Government Operations	X	Government Services 02.22.16				
	Planning & Development		City Council				
	Public Hearing						
Estimated Cost:	\$128,531.63	Budgeted:	YES	x	NO		
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
<p>Portions of the 2014 Street Rehabilitation Program are paid for with Motor Fuel Tax (MFT) funds. The attached Resolution for Improvement by Municipality Under the Illinois Highway Code is an agreement with the Illinois Department of Transportation, which specifies the amount of MFT funds the City is allocating towards this project. This project was approved by the City Council in 2014 and this final resolution is a housekeeping item needed to close out the project with IDOT.</p>							
<b>Attachments:</b> <i>(please list)</i>							
Copy of IDOT Form BLR 09111 "Resolution for Improvement by Municipality Under the Illinois Highway Code"							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
Recommendation to Approve Resolution with the Illinois Department of Transportation in the amount of \$128,531.63 to be used for the 2014 Street Rehabilitation Program.							
<i>For office use only:</i>		<i>Agenda Item Number: 4.h</i>					



# Illinois Department of Transportation

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

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

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

Name of Thoroughfare	Route	From	To
Various Locations			

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of Pavement patching, curb and gutter removal and replacement, sidewalk removal and replacement, bituminous resurfacing, rehabilitation to public utility structures and parkway restoration.

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

2. That there is hereby appropriated the (additional ☒ Yes ☐ No) sum of One hundred, twenty eight thousand five hundred thirty one dollars and sixty three cents Dollars ( \$128,531.63 ) for the improvement of said section from the municipality's allotment of Motor Fuel Tax funds.

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

Specify Contract or Day Labor

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

Approved

Date

Department of Transportation

Regional Engineer

I, Nancy Garrison Clerk in and for the

City St. Charles of St. Charles

City, Town or Village

County of Kane , hereby certify the

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

by the Council

Council or President and Board of Trustees

at a meeting on March 7, 2016

Date


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

7th day of March, 2016

(SEAL)

City, Town, or Village Clerk



	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Recommendation to Approve Letter of Understanding with IDOT for ADA Improvements on IL Route 38					
	Presenter:	Karen Young					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services 02.22.2016			
	Planning & Development			City Council			
Estimated Cost:	n/a	Budgeted:	YES	n/a	NO		
<b>Executive Summary:</b>							
<p>The Illinois Department of Transportation is planning American with Disabilities Act (ADA) sidewalk improvements on IL Route 38 within the limits of St. Charles. This work includes sidewalk and curb removal/replacement, installation of detectable warnings and other associated work to conform to the ADA requirements. IDOT will be managing this construction contract and work and the City will be required to maintain the sidewalk as we have in the past.</p>							
<b>Attachments:</b> <i>(please list)</i>							
Letter of Understanding with the Illinois Department of Transportation							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
Recommendation to approve a Letter of Understanding with the Illinois Department of Transportation for ADA Sidewalk Improvements on Illinois Route 38.							
<i>For office use only:</i>	<i>Agenda Item Number: 4.i</i>						

Letter of Understanding  
City of St. Charles /State of Illinois  
Various Routes  
State Section No.: 2015-17I  
State Job No.: C-91-298-15  
State Contract: 62A71  
Kane County  
LU-116-015

## **LETTER OF UNDERSTANDING**

The State of Illinois, through its Division of Highways, hereinafter referred to as the STATE, is desirous of improving Various State Routes within the CITY OF ST. CHARLES hereinafter referred to as the CITY in the County of Kane, Illinois, State Section .: 2015-17I, by making the following improvements:

Sidewalk removal, combination concrete curb and gutter removal and replacement, installation of concrete sidewalks and detectable warnings to conform with Americans with Disabilities Act (ADA), drainage structure and handhole adjustments, placement of pavement markings and by performing all other work necessary to complete the improvement in accordance with the approved plans and specifications.

In order that the STATE and the CITY may benefit by this proposed improvement, we are requesting concurrence with the following:

1. The STATE agrees to make the surveys, obtain all necessary rights of way, prepare plans and specifications, receive bids and award the contract, furnish engineering inspection during construction and cause the improvement to be built in accordance with the approved plans, specifications, and contract.

2. We ask the CITY to sign the plan approval page which is part of this document or provide us with a letter approving the plans and specifications as prepared.
3. We ask the CITY not to permit driveway entrance openings to be made in the curb, as constructed, of STATE maintained highways improved as part of our project, without first obtaining our consent.
4. The STATE will cause private utilities to be relocated at no expense to the STATE or CITY.
5. Upon completion of the improvement, the CITY agrees to continue to maintain, or caused to be maintained, all existing sidewalks and all sidewalks constructed as part of this improvement, within the CITY's municipal limits.

Approval of this Letter of Understanding shall be considered as concurrence with and acceptance of all terms contained herein, and shall be binding upon and inure to the benefit of the parties hereto, their successors and assigns.

CITY OF ST. CHARLES

By: \_\_\_\_\_  
(Signature)

Attest:

By: \_\_\_\_\_  
(Print or Type)

\_\_\_\_\_  
Clerk

Title: \_\_\_\_\_

(SEAL)

Date: \_\_\_\_\_

STATE OF ILLINOIS  
DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_

John Fortmann, P.E.  
Deputy Director of Highways,  
Region One Engineer

Date: \_\_\_\_\_


Job No.: C-91-298-15  
Agreement No.: LU-116-015

## PLAN APPROVAL

WHEREAS, in order to facilitate the improvement of Various State Routes, State Section: 2015-17I, the CITY agrees to that portion of the plans and specifications relative to the CITY's maintenance obligations described herein.

APPROVED \_\_\_\_\_

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

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>					
	Title:	Recommendation to Award the Bid for City Hall Elevator Modernization				
	Presenter:	AJ Reineking				
<i>Please check appropriate box:</i>						
	Government Operations		X	Government Services 02.22.16		
	Planning & Development			City Council		
	Public Hearing					
Estimated Cost:	\$79,042.00	Budgeted:	YES	X	NO	
If NO, please explain how item will be funded:						
<b>Executive Summary:</b>						
<p>On February 3, 2016, the City of St. Charles opened bids for modernization of the hydraulic system and controls of the elevator located within City Hall. Colley Elevator of Bensenville, IL provided the lowest responsive, responsible bid.</p> <p>In recent years, the City Hall elevator has experienced a number of failures that left the elevator temporarily inoperable. Often, the cause of these failures is undetermined when the problem is remedied. This project will update the hydraulic system to increase reliability of the elevator. In addition, the controls will be updated to allow staff to be able to see alarms identifying issues as they arise.</p> <p>The City received two bids to complete this work. Both contractors indicated 2-3 weeks of service disruption while the work is being performed. Staff will work closely with Colley to reduce downtime as much as practicable.</p>						
<b>Attachments:</b> <i>(please list)</i>						
* Bid Tabulation * Bid Specifications * Colley Elevator Bid Response						
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>						
Recommendation to award the bid for City Hall Elevator Modernization Colley Elevator in the amount of \$79,042.00.						
<i>For office use only:</i>		<i>Agenda Item Number: 4.j</i>				

Bid Tabulation for City Hall Elevator Modernization

Bids Opened February 3, 2016

Bid #160203

Bidder	Amount	Anticipated Service Disruption
Colley Elevator	\$ 79,042.00	14 - 21 Days
Bensenville, IL		
ThyssenKrupp Elevator Americas	\$ 86,919.00	20 Days
Lombard, IL		

**City of St. Charles**  
**City Hall Elevator Hydraulic Modernization**

The City of St. Charles [City] is seeking a Contractor to perform a hydraulic modernization of the single-car elevator unit located at the City Hall building at 2 East Main Street, St. Charles, Illinois. The project shall include all labor, materials and parts necessary to complete the project in compliance with the Illinois Elevator Safety and Regulation Act, 225 ILCS 312.

The projects shall consist of removing and replacing hydraulic system components to allow for safe, reliable service and simple troubleshooting. The system shall have a digital read display, updated wiring, and modern alarm notification functions.

**Optional Pre-Bid Meeting**

There will be an optional Pre-Bid meeting at City Hall to view the existing conditions on **Monday, January 25, 2016 at 9:00 AM.**

**Timeline**

The City anticipates the following timeline for award.

Bids Due	2:00 pm February 3, 2016
Materials due to Government Services Committee	February 8, 2016
Government Services Committee Approval	February 22, 2016
City Council Approval	March 7, 2016
Notice to Proceed	March 8, 2016

**Hydraulic Improvements Specifications**

1. **Pump Unit** – The Contractor shall supply and install the following new equipment and new materials.
  - a. Power Unit
  - b. Isolation Couplings
  - c. Shut Off Valve Kit
  - d. Oil Line
  - e. Oil Threader Setup

The existing oil shall be removed, safely disposed of, and replaced with new oil.

2. **Control System** – The Contractor shall supply and install a new Tank-Mounted Controller and replace/provide all corresponding new wiring, panels, and fuses in the Machine Room.
3. **Car Door Equipment** – The Contractor shall supply and install a new Front Car Door Operator/Kit, new Side Car Door Operator Kit, and new Infrared Door Detector.
4. **Cab/Platform/Car Fixtures** – The Contractor shall supply and install the following new equipment and materials.
  - a. Main Car Station
    - i. Custom Finish



- ii. Applied Panel
    - iii. Braille Plates
    - iv. Digital Position Indicators
    - v. Standard Key Switch Package
    - vi. Locked Service Cabinet
    - vii. ADA [Americans with Disabilities Act of 1990] Compliant Telephone System
    - viii. Emergency Light
    - ix. Swing Return
    - x. Vandal Resistant Floor Buttons
  - b. Car Position Indicator in the COP [Car Operating Panel]
  - c. Car Riding Lantern (2 [two])
  - d. Hands Free Telephone
  - e. Emergency Lighting
5. **Hall and Lobby Fixtures** – The Contractor shall supply and install new Hall Stations [excluding Egress], new Egress Hall Stations in the lobby, new Jamb Braille and new Hoistway Access Switch in the Hall Stations.
6. **Hoistway Equipment** – The Contractor shall supply and install a new Leveling Unit/Landing System.
7. **Hoistway Wiring** – The Contractor shall supply and install new Traveling Cable/Car Wiring, new Hoistway Wiring Package and new Hoistway Duct Kit.
8. **Pit** – The Contractor shall supply and install a new Pit Switch.
9. **Testing** – The Contractor shall conduct all Adjusting, Pretesting and Inspection of the above-referenced equipment and materials.
10. **Miscellaneous** – The Contractor shall supply daily cleaning of the work area and daily refuse removal. The Contractor shall provide painting services, material handling and mobilization.

### **Work Schedule**

The work schedule shall be coordinated by the City and the Contractor. A written work schedule shall be agreed upon by the City and the Contractor prior to the commencement of work. All specified work shall be completed no later than fifteen (15) weeks from the issuance of the City's *Notice to Proceed* to the Contractor.

The Contractor may not start work before 7 a.m. Monday through Friday. All work, daily clean up and refuse removal must be completed by 3 p.m. Monday through Friday. Additional hours prior to 7 a.m. and after 3 p.m. must be approved in advance by the designated City representative. The Contractor may be restricted with respect to work hours each day depending on special events in the area and/or weather events. Weekend hours [Saturday and Sunday] must

be approved in advance by the designated City representative and generally will not be permitted.

Upon commencement of the work specified herein, the Contractor shall work from 7 a.m. to 3 p.m. on consecutive regular work days, without delay, until completion of the specified work.

#### **Work Delay – Cost of Labor and Materials**

Any change in the above-referenced work schedule must be agreed upon by both parties. The contract price will remain fixed from the execution of the contract by the City and the Contractor through the completion of the specified work.

#### **Professional Standard**

The Contractor is required to have at least five (5) years experience installing hydraulic single-car elevator units in compliance with the Illinois Elevator Safety and Regulation Act, 225 ILCS 312.

#### **Temporary Elevator Service**

The Contractor shall guarantee that the single-car elevator unit located at the City Hall building at 2 East Main Street, St. Charles, Illinois, shall not be out of service more than three (3) consecutive days, and shall be in service at least sixty (60) minutes prior to the scheduled start time of all public City meetings. Such public City meetings are generally held on Monday evenings.

#### **Safety Officer**

The Contractor shall provide a designated Safety Officer contact for the City Inspector to address any safety related concerns that arise on the job. The Safety Officer will be required to respond and address such concerns in a timely manner or within at least one (1) business day.

#### **Job Show Up**

The City's Public Works facility, upon request, may be utilized as a job show up location. Utility trucks and private cars may be parked within the Public Works fenced-in yard. The City reserves the right to revoke this privilege. The Public Works yard is open Monday through Friday from 6 a.m. until 5:00 p.m. and locked at all other times.

#### **Prevailing Wages**

The Contractor shall abide by the Illinois Prevailing Wage Act, 820 ILCS 130, and must submit certified payroll records with all payment requests. Any request for payment submitted without certified payroll records will not be processed by the City Accounts Payable Department.

#### **Testing and Inspection**

All work performed by the Contractor will be completed in accordance with the Illinois Elevator Safety and Regulation Act, 225 ILCS 312, and all applicable federal, state and local codes. In the event such federal, state or local codes change prior to the completion of the specified work, the additional costs [if any] associated with the application of those codes following the execution of the contract between the City and the Contractor, shall be the responsibility of both the City and the Contractor at sixty percent (60%) and forty percent (40%), respectively.

The Contractor shall perform safety, full load, Phase I and Phase II Fire Service tests [as applicable] to ensure that the equipment specified in the contract conforms to applicable federal, state and local codes. The Contractor shall provide the City with written reports of test results generated in connection with the above-referenced tests.

The above-referenced tests conducted by the Contractor shall be performed during regular working hours of regular working days or as agreed upon by both the City and the Contractor. The Contractor shall be liable for any damage to the building structure or the elevator resulting from the performance of any tests it performs pursuant to the contract.

The Contractor's designated representative shall be present at the work/project site for all inspections of the work it has performed. The Contractor shall receive no additional compensation from the City for its time during such inspections.

Final inspection shall be completed by the Illinois State Fire Marshal.

#### **Clean-Up & Waste Disposal**

At the conclusion of its work, the Contractor shall remove all equipment and refuse from the project site. The Contractor shall leave the project side and work area in a condition that, in the sole opinion of the City, is neat and clean.

Should special waste disposal be necessary as a result of the work being performed, the Contractor shall safely and properly dispose of all contaminated materials.

#### **Warranty**

The Contractor shall warrant the labor and the equipment it installs pursuant to the contract against defects in materials and workmanship for a period of three (3) years from the date of completion of the specified work. The City shall provide the Contractor written notice of any defects, and the Contractor shall, at its own expense, correct such defects by repair or replacement.

#### **Existing Equipment**

The below photos include the code data plate details for the existing power unit and hydraulic unit.



Dover Rota-Flow Power Unit Model No. EP150-40; Serial No. EE7585



Dover AC Induction Motor Model No. 590AJ2; Serial No. 40J514



Hydraulic Power Unit Model 0137746 Serial No. EE7585

CITY OF ST. CHARLES  
2 E. MAIN STREET  
ST. CHARLES, ILLINOIS 60014

**Bid Opening: Wednesday, February 3, 2016 at 2:00 p.m.**

**Bidder Information**

**Company Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_

**BID PRICE:** City Hall Elevator Modernization \$ \_\_\_\_\_

**Anticipated number of days to complete all work from notice to proceed:** \_\_\_\_\_ **Days**

List any and all deviations from minimum specifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I am acting as an agent for the firm designated below and that the firm will sell to the City of St. Charles the product(s) described herein for the amount specified above. Further, I certify that all exceptions or deviations from the attached detailed specifications are clearly stated in writing and the price quoted shall include all terms specified unless otherwise noted.

\_\_\_\_\_  
Signature of Authorized Representative

PLEASE TYPE OR NEATLY PRINT THE FOLLOWING INFORMATION

\_\_\_\_\_  
Name of Authorized Representative Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
(Area Code) Phone Number

CITY OF ST. CHARLES  
2 E. MAIN STREET  
ST. CHARLES, ILLINOIS 60014

**Bid Opening:** Wednesday, February 3, 2016, at 2:00 p.m.

**Bidder Information**

Company Name: Colley Elevator Telephone: 708-372-5997 / 630-766-7230  
Address: 226 William St Fax: 630-766-7568  
City, State, Zip: Bensenville, IL 60106 Email: Frank@colleyelevator.com  
Contact Person: Frank Danthel

**BID PRICE:** City Hall Elevator Modernization

\$ 79,042

**Anticipated number of days to complete all work from notice to proceed:** 60-90 Days

List any and all deviations from minimum specifications:

Elevator will be out of service and unusable for 2-3 weeks

I certify that I am acting as an agent for the firm designated below and that the firm will sell to the City of St. Charles the product(s) described herein for the amount specified above. Further, I certify that all exceptions or deviations from the attached detailed specifications are clearly stated in writing and the price quoted shall include all terms specified unless otherwise noted.

FDI

Signature of Authorized Representative

PLEASE TYPE OR NEATLY PRINT THE FOLLOWING INFORMATION

Frank Danthel Account Manager  
Name of Authorized Representative Title  
Colley Elevator  
Company Name  
226 William St  
Street Address  
Bensenville IL 60106  
City State Zip Code  
(630) 766-7230  
(Area Code) Phone Number



226 William Street  
Bensenville, Illinois 60106

Phone: 630.766.7230  
Fax: 630.766.7568  
Web: [www.colleyelevator.com](http://www.colleyelevator.com)  
Email: [Frank@colleyelevator.com](mailto:Frank@colleyelevator.com)

February 3, 2016

St. Charles City Hall  
Mike Shortall  
2 E. Main St.  
St. Charles, IL 60174

Re: Elevator modernization – 2 E. Main St. – St. Charles IL

Dear Mike,

Please find a quotation for the modernization of the elevator equipment 2 E. Main St. – St. Charles IL

The following information is the order of the documents in the bid proposal:

1. Certificate of Compliance of Illinois Compiled Statutes
2. Certificate of Non-Disqualification
3. Certificate of Compliance with Safety Standards
4. Certificate of Compliance with Public Act
5. Certificate of Compliance with Prevailing Wage Act
6. Certificate of Compliance with Sales Tax Form
7. Certificate of Insurance Example
8. Bid Bond
9. Elevator Modernization Bid Page

The following information is products that are included in the bid proposal:

1. Elevator control system – Smartrise Engineering – Sacramento, CA
2. Elevator fixtures – Innovation Industries – Russellville, AR
3. Hydraulic power unit – Minnesota Elevator – Mankato, MN

\*The elevator will be out of service for 2-3 weeks and will not be usable

If you should have any questions or require any additional information please call me at extension 112.

Sincerely,

Frank Danihel  
**Account Manager**

**A STANDARD OF EXCELLENCE SINCE 1908**



	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Recommendation to Approve the Closure of Parking Lot J from 7 a.m. to 12 p.m. on April 9, 2016 for the Fire Department Monument Dedication					
	Presenter:	Fire Chief Joseph Schelstreet					
Please check appropriate box:							
	Government Operations	X	Government Services 02.22.16				
	Planning & Development		City Council				
Estimated Cost:	\$ 0	Budgeted:	YES	X	NO		
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
<p>The Fire Department desires to dedicate the new monument in Volunteer Plaza at 10 a.m. on Saturday, April 9, 2016. This date was chosen to coincide with the 174th birthday of the Fire Department. The dedication ceremony will be open to the public and involve a traditional departmental observance. A brief reception will follow the dedication. The closure of Parking Lot J is requested to allow for participants to either stand or be seated in chairs provided for the event. The parking lot will be fully opened by noon.</p>							
<b>Attachments:</b>							
Map of proposed layout for the ceremony							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
Recommendation to approve the closure of Parking Lot J from 7 a.m. to 12 p.m. on Saturday, April 9, 2016 for the Fire Department Monument Dedication.							
For office use only:		Agenda Item Number: 5.a					



# City of St. Charles, Illinois

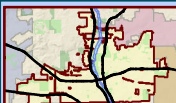
Two East Main Street St. Charles, IL 60174-1984  
Phone: 630-377-4400 Fax: 630-377-4440 - [www.stcharlesil.gov](http://www.stcharlesil.gov)

## Parking Lot J

RAYMOND ROGINA Mayor  
MARK KOENEN City Administrator



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Publication Date:  
February 9, 2016  
Data Source:  
City of St. Charles, Illinois  
Base County, Illinois  
Projection: Transverse Mercator  
Coordinate System: Illinois State Plane East  
North American Datum 1983  
Scale: 1" = 120'



0 25 50 100  
Feet

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