

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

**MONDAY, MARCH 28, 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. Tree Commission Minutes – Information only.
 - c. Active River Project Update – Information only.
- 4. PUBLIC WORKS DEPARTMENT**
 - a. Presentation of Options Related to Switchgear on IL Route 31.
 - b. Presentation of Public Works Green Initiatives.
 - c. Recommendation to award the Bid for Legacy Substation Civil Work and Cable Removal to Archon Construction.
 - d. Recommendation to award the Bid for Electric Duct and Streetscape Elements to Intren.
 - e. Recommendation to award Contract for Design and Construction Engineering Services for Phosphorus Removal Project.
 - f. Recommendation to Increase Maximum Contribution in Homeowner Sewer Assistance Policy.
 - g. Recommendation to approve Yard Waste Fee Increase.
 - h. Recommendation to Waive the Formal Bid Procedure and approve Contract for the Resurfacing of South Riverside Avenue and Various Public Works Parking Lots.

5. POLICE DEPARTMENT

- a. Recommendation to approve Street and Parking Lot Closures and Use of Amplification Equipment for the 2016 Fox Valley Marathon.
- b. Recommendation to approve a Resolution for the Closure of Main Street for the Memorial Day Parade.
- c. Recommendation to approve Parking Lot, Street Closure and Use of Amplification Equipment for St. Charles Cruise Nights.
- d. Recommendation to approve Street Closures for Annual Farmers Market from June through October.
- e. Recommendation to approve Street and Parking Lot Closures and Use of Amplification Equipment for the Fine Arts Show.
- f. Recommendation to approve the Use of City Plazas/Property and Use of Amplification Equipment for STC Live.

6. FIRE DEPARTMENT

- a. Recommendation to approve the Tri-City Ambulance Association Budget in the capacity as lead agency for TCA.
- b. Recommendation to approve a Resolution Authorizing the City of St. Charles, as Lead Agency, to Execute an Agreement Between Tri-City Ambulance and Paramedic Services of Illinois, Inc. for Paramedic Services on Behalf of Tri-City Ambulance Service.
- c. Recommendation to approve Award of Contract to Foster Coach for Purchase of Ambulance Replacement for Tri-City Ambulance.

7. EXECUTIVE SESSION

- Personnel - 5 ILCS 120/2(c)(2), 5 ILCS 120/2(c)(5)
- Pending Litigation - 5 ILCS 120/2(c)(4)
- Probable or Imminent Litigation - 5 ILCS 120/2(c)(4)
- Property Acquisition - 5 ILCS 120/2(c)(3)
- Collective Bargaining - 5 ILCS 120/2(c)(1)

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- 8. ADDITIONAL ITEMS FROM MAYOR, COUNCIL, STAFF OR CITIZENS**
- 9. ADJOURNMENT**



AGENDA ITEM EXECUTIVE SUMMARY

Title: Electric Reliability Report – Information Only

Presenter: Tom Bruhl

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 02.22.16
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

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

Executive Summary:

For information only.

Attachments: *(please list)*

*February 2016 Outage Report

Recommendation / Suggested Action *(briefly explain):*

For information only.

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

**City of St. Charles
February 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	2/5/2016	6:45 AM	45	1700 Block S. 4th Ave. & S. 5th Ave.	311	Squirrel caused a blown fuse & damaged arresstor. Cut-out was replaced, arresstor & re-wired top side of transformer with Hendrix wire.	11	495	Animal	Squirrel
2	2/5/2016	9:00 AM	60	36W610 Marguerite	222	Faulty cut-out. Cut-out was replaced.	2	120	Equipment	Transformer
3	2/8/2016	3:58 AM	0	NE Quadrant	L11167	ComEd loss of L11167, PT failure.	1384	0	ComEd	L11167
4	2/9/2016	1:55 PM	5	202 - 206 S. 13th Ave.	316	Partial power; broken cut out on open Delta bank. Failed cut out was replaced & power was restored.	4	20	Equipment	Switch
5	2/20/2016	1:20 PM	60	3879 E. Main St.; PNC Bank	736	Shut off power to replace transformer than restored power when done. Work was in conjunction with new business work at TGI Fridays redevelopment.	1	60	Scheduled	SCMEU
6	2/28/2016	8:56 AM	0	Parts of NE and SE quadrants	514	2 breaker operations on 514. Caused by siding from hotel blowing off and contacting overhead line to Colonial on East Main.	294	0	Weather	Wind
6	2/28/2016	12:01 PM	0	Parts of NE and SE quadrants	514	2 breaker operations on 514. Caused by siding from hotel blowing off and contacting overhead line to Colonial on East Main.	294	0	Weather	Wind
6	2/28/2016	12:01 PM	100	1635 E. Main St. - Colonial	514	Overhead primary cable came down after contact with siding from adjacent hotel that blew off in heavy winds. Primary was put back up and power was restored.	1	100	Equipment	Cable
7	2/28/2016	8:05 PM	0	NE Quadrant	L13167	ComEd patrolled line in fault zone, did not find exact cause. Suspect contamination flashover.	1384	0	ComEd	L13167
8	2/25/2016	9:30 PM	270	1715 & 1716 S. 7th Ave.	311	Electrical house fire @ 1715 S. 7th Ave. Necessary cables were replaced and power was restored.	2	540	Others	Overload
9	2/28/2016	10:55 PM	25	1731 & 1735 S. 7th Ave. 518, 522 & 530 Moore Ave. & 1732 & 1735 S. 5th Pl.	311	Electrical house fire @ 1715 S. 7th Ave. Power shut off @ transformer, electrical hazard cleaned up & power was restored.	8	200	Others	Overload
						Total of Interrupted Minutes		1,535		
						Total SAIDI*				
						Total of ComEd Interrupted Minutes		495		
						Total SAIDI without ComEd	0.067			
						*System Average Interruption Duration Index (SAIDI)	0.032			



AGENDA ITEM EXECUTIVE SUMMARY

Title: Tree Commission Minutes – Information only

Presenter: AJ Reineking

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 03.28.16
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

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

Executive Summary:

A duty of the Tree Commission is to advise and consult with the Government Services Committee. October 14, 2015 Tri-Cities Joint Tree Commission meeting minutes and January 14, 2016 Tree Commission meeting minutes are attached.

Attachments: *(please list)*

- * Tri-Cities Joint Tree Commission Minutes – October 2015 meeting minutes
- * Tree Commission Minutes – January 2016 meeting minutes.

Recommendation / Suggested Action *(briefly explain):*

For information only.

For office use only: Agenda Item Number: 3.b

MINUTES - UNAPPROVED
October 14, 2015
Joint Meeting of the
Batavia Tree Commission
St. Charles Tree Commission
Geneva Natural Resources Committee

PLEASE NOTE: These minutes are not a word-for-word transcription of the statements made at the meeting, nor intended to be a comprehensive review of all discussions. They are intended to make an official record of the actions taken by the Commission and to include some description of discussion points as understood by the minute-taker. They may not reference some of the individual attendee's comments, nor the complete comments if referenced.

1. Meeting Called To Order

Chairman Scott Haines called the meeting to order at 5:30 p.m. at the Peg Bond Center at the Batavia Riverwalk in Batavia, Illinois.

Batavia Tree Commission Present: Chairman Scott Haines; Commissioners Kathy Vranek, Robert Lootens, Kevin Summers, and John Dillon; City Arborist Frank Saupp

Members Absent: Commissioner Gary Holm

St. Charles Tree Commission Present: Chairman Ralph Grathoff; Commissioners Suzi Myers, Jon Duerr, Caroline Wilfong, Ron Ziegler, Valerie Blaine, and Pam Otto

Geneva Natural Resources Committee Present: Committee Member Tom Dickinson

Others Present: Isabel Soderlind, City of St. Charles

2. Introductions

3. Walking Tour of Batavia Riverwalk

The group took a walking tour of the Batavia Riverwalk and the current Houston Street streetscape improvement project.

4. Informal Discussion on Topics of Mutual Interest

Tom Dickinson reviewed the role of the Geneva Natural Resources Committee. It was formed about eight years ago to raise funds and provide the city with suggestions regarding tree issues. Geneva lost more than 2,900 trees from the Emerald Ash Borer infestation, but had no funds to replace those trees. Currently, Geneva will share the cost for replacement trees and special focus is given to replacing trees in high traffic areas. A list of 40-60 permitted tree species will help maintain diversity in the future. The group then discussed the shortage of suitable street trees. St. Charles has purchased trees from St. Aubin Nursery in Kirkland with good success.

Haines mentioned he had noticed some die back on hybrid elms that are about 10-15 years old and asked if anyone else had observed this issue. Vranek noted that the trees could be cultured to identify the cause.

Soderlind reported that Graf Tree Care performed an urban tree study for St. Charles and recommended more diversity. As a result of the assessment, trees in the poorest condition were

removed. Some St. Charles residents continue to treat their ash trees and are asked to notify the City when doing so. Haines reported that Graf Tree Care had also conducted the first phase of a tree survey for Batavia during 2015. The next phase will be done in 2016 and the survey will be completed in 2017. Haines said with the tremendous loss of ash trees, the percentage of maples is very large so he has limited the number of maples being planted. Myers recommended keeping the survey updated so it remains useful.

Haines told the group that in 2001 the City became responsible for planting parkway trees in new developments. He was pleased that the late Dr. George Ware, a noted tree expert, lived in Batavia and Dr. Ware's small neighborhood was home to at least 14 different species. In Batavia, parkway trees are paid through the building permit fee. Haines asked if anyone could recommend good parkway trees that were being used in their towns. Batavia has been planting hybrid elms, Marmo Freeman Maples, hackberries, locusts, Kentucky Coffeetrees, and lindens. Vranek noted that the silver linden is a nice alternative to the little leaf linden, and it is not as susceptible to Japanese beetles. The group discussed use of pin oaks and catalpas. Haines said he will consider trees not included on Batavia's acceptable species list on an individual basis. In new developments, it is difficult for trees to reach their full potential due to the poor quality of soil. He is very careful to protect existing trees when new sidewalks are installed.

Ziegler commented that tree commissions could teach the public how to better care for trees. For instance, pin oaks prefer acidic soil. The group then talked about the difficulty of preventing homeowners from using "volcano" mulching; many unknowingly over-mulch trees with the belief that it's beneficial. Another issue occurs when the planting contractor places the new tree too low.

Haines said that very few oaks were planted prior to 1998, but Batavia currently has between 1,000-1,500 oaks in the parkways. Batavia obtains its oaks from Possibility Place, and they are somewhat smaller and lower branched than the typical tree and some people don't like the form of the young oaks. Duerr commented that Bradford Pear trees were favored by developers in the past, but they turned out to be very weak. Haines said Batavia uses crabapples under power lines and also tried hop hornbeams this year.

Everyone agreed that the annual joint meeting offered a good opportunity for the tri-cities groups to exchange ideas, and they were pleased to see it continue.

5. Adjournment

A motion to adjourn was made by Saupp and seconded by Dillon to adjourn the meeting at 7:45 p.m. All were in favor and the meeting was adjourned.

Minutes prepared by
Kathy Montanari

**MINUTES
CITY OF ST. CHARLES
TREE COMMISSION MEETING
RALPH GRATHOFF, CHAIRMAN
JANUARY 14, 2016**

Members Present: Chair. Ralph Grathoff, Valerie Blaine, Raymond Hauser, Pam Otto, Caroline Wilfong, Ron Ziegler

Members Absent: Jon Duerr, Suzi Myers

Others Present: Chris Adesso, AJ Reineking, Isabel Soderlind

Visitors Present:

1. Call to Order & Pledge of Allegiance

The meeting was convened by Chair. Grathoff at 7:05 p.m.

2. Roll Call

3. Introductions of Visitors:

4. Minutes Review and Approval

- A. Motion to accept and place on file the minutes of the December 10, 2015 Tree Commission meeting. Motion by Comm. Otto second by Comm. Ziegler to accept and place the minutes on file as amended.

Voice vote: unanimous; Nays – None; Absent: Comm. Duerr, Comm. Myers

- Motion carried at 7:09 p.m.

5. Old Business

A. Urban Forestry Management Plan (Draft)

After the last meeting, Comm. Blaine's edits were incorporated in to the draft of the Urban Forestry Management Plan (hereafter referred to UFMP) and distributed via email to all the Commissioners late in December.

At the last meeting, Comm. Blaine recommended the City make some additional edits to the document so the document flowed more smoothly from general public information to the more technical/procedural information. Mr. Reineking stated that he incorporated some of these types of edits to the current draft. Comm. Blaine stated she read the UFMP draft and it was a good solid document.

Mr. Reineking requested that all the commissioners respond to him directly with any edits or comments via email by the first week of February. Once the document is finalized and approved by the Commissioners, he will take the draft to the Government Service Committee meeting for approval. He will include the Executive Summary, the UFMP draft and pictures of trees. He will present the item at one of Government Service Committee meetings in the near future.

B. Reorganization of the Tree Commission into a Natural Resources Committee

At the last meeting, the Tree Commission agreed to present the concept of renaming and transitioning this committee to a Natural Resources Committee to the Council members at the January Government Services Committee (GSC) meeting. Chris Adesso mentioned that there were several long presentations already on the agenda for the January meeting; therefore, this item was moved to the

February 22 meeting agenda. He felt it was best to wait so this item could be discussed allowing sufficient time for Council members to express their thoughts and feedback on the idea. He mentioned if there was anything the Commissioners would like him to include in the presentation please contact him or Isabel Soderlind.

Comm. Otto shared some information regarding the Environmental Commission in Glen Ellyn with the Committee. The Glen Ellyn Environmental Commission is comprised of a (10) person commission with (3) liaisons.

There are:

- 9 commissioners +1 high school representative
- 1 staff liaison
- 1 village board commissioner liaison,
- 1 park district liaison

This commission meets 10 times per year and their meetings run for approximately 2 hours. This group is divided into four subcommittees:

- Recycling: Their focus has been making recycling a requirement/option for downtown businesses; the city does not have any requirements for them at this time.
- Health, Wellness and Transportation: Their focus has been bike front, trail connections, bike lanes, promotion of public transportation, etc.
- Sustainable Landscaping: Their focus is native and perennial plants, rain barrels/gardens, permeable surfaces, lawn care issues, composting, etc.
- Arts and Outreach: They have various initiatives and incorporate businesses to promote these efforts. This year it was “Green Space” where local businesses decorated their storefronts with environmental messages and/or displays during a set month out of the year. Last year the focus was bicycle transportation; they requested businesses to decorate and display bicycles during the promotion of this initiative.

The Village is currently:

- Replacing light fixtures with LEDs with a shielded top to direct light downward and out.
- Working with the current waste hauler on a curbside composting pilot program.
- Electrical aggregate system to secure clean, sustainable energy.

Comm. Otto’s contact mentioned there are several people available on the committee that could assist in providing direction and ideas for this Commission if it is determined to move forward on this initiative.

In addition, Comm. Otto mentioned Andrew Van Gorp, founder of Sustain DuPage, will be holding its First Annual DuPage County Environmental Commission and Committee Symposium. The Environmental Summit is being held on March 12, at 10:00 a.m., broadcasted live on YouTube. There will be 16 Environmental Commissions in attendance. Each Commission will be giving five minute presentations on the following:

- What are the successes of your commission/committee?
- What are the challenges of your commission/committee?
- Five years from now, what do you hope to have accomplished?

The invitation is being sent to Comm. Otto and the founder is encouraging people to form YouTube viewing parties. If anyone is interested in viewing the symposium, Comm. Otto can schedule a room at Hickory Knolls.

There is also another summit/conference titled “Making Conservation Meaningful Where You Live”, being held on Thursday, January 21, from 8:30 a.m. to noon at the NIU Naperville Campus. Registration can be done online.

Comm. Blaine also mentioned that there are other local resources that could guide this Committee, during the transition, some of which can also include wildlife committees.

6. New Business

A. News and Concerns from Public Works

B. Tree Trimming and Removal Update:

AJ Reineking mentioned that a number of trees were trimmed in the month of December due to the mild weather. It has been a productive month for the Public Services Arbor Team. Even a Kentucky Coffeetree was planted at the WW Plant.

C. Fall/Spring Planting Update:

Fall planting was completed and the staff is currently working on the spring planting list.

D. Other: None

7. Committee Reports

A. Education Committee: None

B. Publicity Committee: None

C. Arbor Day:

The Committee reviewed the 2016 Arbor Day Checklist:

Arbor Day is scheduled for 4:00 p.m., Friday, April 29, 2016.

Lincoln Park will be reserved from 2:00 to 6:00 PM.

Item To Accomplish	Delegated To	Completed	Comments/Notes
Reserve Lincoln Park	Ms. Soderlind		
Renting of the Tent	Ms. Soderlind		
Presentation of Colors:	Comm. Wilfong		Contact Cub Scout Pack 113, Lincoln School
Contact Midwest Ground Covers for donation of perennials	Comm. Grathoff		
Contact Featured Speaker	N/A		None
Contact Ms. Tieche at Munhall School	Comm. Otto		Confirm the topic of the presentation and speaker system needs Program ideas: Urban Forest, Tree Diversity
Order Speaker system	T. Bellafiore & PW Staff		Coordinate with Public Services (RJ Recording)
Tree Demonstration	Comm. Grathoff		Contact Chris Scott
Entertainment/Music	Comm. Myers		Contact Rick Weals
Prepare Programs and Invitations	Ms. Soderlind		
Purchase Cookies	Ms. Soderlind		
Set up of Tables/Chairs/Podium	T. Bellafiore & PW Staff		
Tribute to Trees – Update Website/Den Article	Ms. Soderlind		
Interactive Children’s Activity	Comm. Otto Comm. Blaine Comm. Myers		

Tree Commission/Arbor Day Promotion & Planting of Tree on Arbor Day	Comm. Wilfong		1. Reach out to Fox Ridge School- schedule Tree Commissioners to attend classrooms/library with tree activities for Arbor Day. 2. Plant a Tree at Fox Ridge School-Contact John Baird at District 303 for planting site availability
Purchase of Trees (2) "Arbor Day Tree" donation Raffle Tree	T. Bellafiore & PW Arborist Team		1. Set up crew or vendor to plant "Arbor Day" tree 2. Have Raffle tree on site at Lincoln Park

8. Communications

A. Electric Division Tree Activity Reports

Motion to accept and place on file the Public Services and Electric Services Tree Activity Reports for November and December of 2015. Motion by Comm. Blaine second by Comm. Hauser to accept and place on file the reports as presented.

Voice vote: unanimous; Nays – None; Absent: Comm. Duerr, Comm. Myers
 - Motion carried at 8:00 p.m.

9. Additional Items – Comments

A. Commissioners:

Comm. Hauser: None

Comm. Blaine: Comm. Blaine invited everyone to the Maple Sugaring Days March 12 and 13 from 1:00 to 4:00 p.m., at LeRoy Oaks. There is also a tree planting event at Fitchie Creek Forest Preserve Saturday, April 23, starting at 10:00 a.m. till noon.

Comm. Otto: Comm. Otto inquired on an update regarding the "acquisition" of goats at Langum Park. Did Mr. Bellafiore find out any information on this since the last meeting? Comm. Otto indicated she was interested in the information.

Comm. Wilfong: None

Comm. Ziegler: None

Chair. Grathoff: Chair. Grathoff reminded everyone that there was a vacancy in the Tree Commission and to please pass the word around to others in the community. Good productive meeting.

B. City Staff:

AJ Reineking: None

Chris Adesso: None

10. Adjournment

Motion by Comm. Grathoff to adjourn meeting, second by Comm. Hauser

Voice vote: unanimous; Nays – None; Absent: Comm. Duerr, Comm. Myers

- Motion carried at 8:04 p.m.



AGENDA ITEM EXECUTIVE SUMMARY

Title: Active River Project Update –Information Only

Presenter: Chris Adesso

Please check appropriate box:

	Government Operations	X	Government Services – 03.28.2016
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$0.00	Budgeted:	YES		NO	
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Executive Summary:

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.

Attachments: *(please list)*

February 8, 2016 - Task Force Meeting Minutes
 February 22, 2016 – Task Force Meeting Minutes

Recommendation / Suggested Action *(briefly explain):*

None – For information only

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

**MINUTES
ACTIVE RIVER TASK FORCE MEETING
ST. CHARLES
JOHN RABCHUK, CHAIRMAN
FEBRUARY 8, 2016**

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

Members Absent: Chris Adesso, 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 8:03 a.m.

2. Minutes Review and Approval

Motion to accept and place on file the minutes of the January 25, 2016 Active River Task Force meeting.
Motion by Holly Cabel, second Rick Brems to accept and place the minutes on file.

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

Motion carried at 8:04 a.m.

3. Communications and Marketing Update

Rick Brems has met with a couple of vendors regarding the Active River Project marketing materials. He received a quote of \$75/hour from Alpha Graphics, but he was not sure if this vendor was best qualified to develop the branding and logo for the Active River Project.

Mr. Brems also met with Erin Maresko, a graphic designer and web developer, from 25 N Coworking, in Geneva. He was very impressed with her credentials and would like to move forward to meet with her for an hour or two to see what she can create. Cost is approximately \$60/hour.

Discussion followed regarding the funding source to cover this cost. Funding source options are: The River Corridor Foundation, St. Charles Park District, City of St. Charles or the private sector. All items for the February Government Services Committee meeting needed to be submitted today and the committee would now have to wait until the March 28th meeting before this request could be presented.

Holly Cabel mentioned that she could present the request to The River Corridor Foundation next week but she would need to present something in writing e.g., how the funds will be spent and the budget breakdown. Holly mentioned that she needs the information no later than Friday since the River Corridor Foundation meets on February 17.

John Rabchuk recommended Mr. Brems speak to Ms. Maresko and get a proposal, scope of work with costs.

4. Task Force Updates

A. Grant Applications Update

Bob Leonard Walk Update

Per John Rabchuk, the Kane County Riverboat Grant application will need to be submitted by March 1. The design has been approved by the River Corridor Foundation and the Active River Task Force (hereafter referred to as "Task Force"). The River Corridor Foundation has approved up to \$20,000 for this project, but the Task Force will seek an additional \$20,000 from the Kane County Riverboat Fund; the application will include the sculptures for Charlemagne Island.

John Rabchuk is filling out the grant application and they are requesting biographies from those involved with the project. John Rabchuk requested a biography from Jim Enck so he can include it in the application; a paragraph with his background and working experiences would be sufficient. John Rabchuk will also need to submit a letter from the City as the property owner.

Tom Anderson mentioned he will be submitting the sculpture and installation information, but he needs to reduce the size of the electronic file so he can email it. He will be sending the information to Peter Suhr and Chris Adesso for approval. The River Corridor has committed \$20,000 and Tom will put in an amount.

Charlemagne Island Sculpture Project

A letter of intent has been submitted to the Community Foundation of the Fox River Valley and they will be conducting a site tour and preliminary evaluation on Friday, February 12. An application will be submitted once the Letter of Intent is approved. Grants however will not be awarded until May 2016.

B. Government Services Committee Presentation on January 25, 2016 Discussion

John Rabchuk gave a brief summary of the presentation he made at the Government Services Committee meeting on January 25. He requested the support and some level of commitment from the City. There were mixed comments from the aldermen. They however requested an approximate cost of the project before the City made a commitment to this project.

Aldermen Rita Payleitner and Steven Gaugel are strong supporters of the project and are currently lobbying with the other aldermen. Ald. Rita Payleitner has already met with Ald. Dan Stellato, Jo Krieger and Ed Bessner.

John Rabchuk stated Steve Patzer, from Patzers & Company, resident and owner of a masonry company located in St. Charles, originally wrote a letter to the City against the Active River Project. John contacted Mr. Patzer and explained the purpose of this project. After discussing the project with Mr. Patzer, he has now become receptive of the River Park concept.

C. Engineering Information Update

Greg Chismark, from WBK, has submitted the preliminary scope of work to delineate the engineering work as requested by Council. Per John Rabchuk, cost estimates should arrive

sometime this week. John stated Greg Chismark and Peter Suhr will be meeting with the Department of Natural Resources (DNR), but most likely DNR will not respond until the engineering work is completed. Having the engineering work completed is vital for this project to move forward. Once completed, the Design Engineering of the project can be completed. Greg Chismark will be contacting Scott Shipley.

Ed Werneke suggested the Task Force focus on the private sector and the community to influence the City Council for its support. Tom Anderson also mentioned that the City's recently published Strategic Plan identified the river as Goal ID #3 as one of the Short-Term Complex Goals; therefore this project should be important to the City.

D. Meetings and Presentations

Rowing Community

John Rabchuk & Holly met with Row America, Q Center, Forest Preserve and the St. Charles Park District to discuss the requirements for the rowing facility last week. The participants of the meeting reviewed potential site alternatives but focused on Ferson Creek Park. The DNR Grant approved dock and other amenities, but they are waiting for the state to approve the budget and release the funds. Row America may sponsor the building of a boat storage facility and dock, but it will require public access via a rental process, including other rowing clubs and the general public. The storage structure will be an open area with an overhead roof and a fence around the perimeter.

City of Batavia Administration

John Rabchuk, Rick Brems and Jim Enck met with Bill McGrath, City Administrator, and other Batavia city staff on Thursday, February 4. The Active River Task Force representatives presented the same program that was presented at the City of St. Charles Government Services Committee meeting on January 25. The Task Force aspires to build a strong positive relationship with the municipalities residing along the Fox River in an effort to encourage enthusiasm and support for this project

Batavia did mention several issues they are currently dealing with regarding the river: severe erosion near the Wastewater Treatment Plant, the dam collapsing and issues with the Depot Pond that they are trying to remediate.

Metro West Council – Fox River Subgroup

A meeting with the Metro West Council-Fox Valley subgroup has yet to be determined, most likely it will be sometime in April. The Task Force is planning to do the same presentation in the future; again it will be a benefit if the Task Force can get the entire region along the Fox River involved in the Active River Project.

E. Other Outreach Efforts

Private Fund Raising

No status update available at this time; this is still dependent on the City's commitment.

5. Other and New Business

The Stormwater Management class at Munhall School will be conducted on March 17. District 303 will be there to observe the program. In the near future, high school students will conduct this program and expand it district wide.

As discussed in past meetings, the high school environmental science classes will begin conducting long term water quality studies along the St. Charles portion of the Fox River. So far most of the water samplings taken by the students have been done in the tributaries and not in the river itself. The Rowing Club however is willing to take the high school students out on the river keeping the kids out of the river and in a safe environment.

The preliminary engineering concept plan is taking shape for Boy Scout Island. Some of the items being considered is cutting up the channel and creating floating gardens. Engineering of the cove would be part of the 2016 plan which correlates to the Active River Project for 2016.

6. Adjourn

The next meeting is scheduled for February 22 at 8:00 a.m. at the Baker Community Center.

Motion by Jim Enck to adjourn the meeting, second by Chris Bong

Voice vote: unanimous; Nays – None Absent: Chris Adesso, Monica Meyers
-Motion carried at 9:14 a.m.

**MINUTES
ACTIVE RIVER TASK FORCE MEETING
ST. CHARLES
JOHN RABCHUK, CHAIRMAN
FEBRUARY 22, 2016**

Members Present: Chair John Rabchuk, Chris Adesso, Trish Beckjord, Rick Brems, Holly Cabel, John Wessel

Members Absent: Chris Bong, Jim Enck, Monica Meyers

Others Present: Ed Werneke, Tony Zehnder, Candy Boulay

Visitors Present:

1. Call to Order

The meeting was convened by John Rabchuk at 8:03 a.m.

2. Minutes Review and Approval

Motion to accept and place on file the minutes of the February 8, 2016 Active River Task Force meeting. Motion by Rick Brems, second Holly Cabel to accept and place the minutes on file.

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

Motion carried at 8:04 a.m.

3. Communications and Marketing Update

Rick Brems stated the River Corridor Foundation unanimously approved \$2,500 for marketing and branding design efforts. Mr. Brems shared a draft logo and will look into other options for logos.

4. Task Force Updates

A. Grant Applications Update

Bob Leonard Walk Update

A presentation will be made this evening to provide information and seek approval to proceed with grant application as well as seek permission to use the property. The application needs to be submitted by March 1, 2016. The River Corridor Foundation approved up to \$20,000 for this project.

Charlemagne Island Sculpture Project

A Letter of Intent was submitted to the Community Foundation of the Fox River Valley and a site tour and preliminary evaluation was conducted on February 12, 2016. A grant application of \$25,000 will be sought from the Community Foundation of the Fox River Valley. The application must be submitted by May 2, 2016. The Honeyman family verbally

approved the relocation of the memorial tree on Johannsson's Island. Chris Adesso stated the relocation probably wouldn't happen for quite some time and would be part of a construction project.

John Rabchuk stated he would be making a presentation to the Brownstone Homeowner's Association to show the sculpture.

B. Engineering Information Update

WBK has submitted preliminary scope of work document to delineate engineering work as requested by City Council. Cost estimates will be available next week.

Chris Adesso stated he discussed this item with Greg Chismark; concept should be attainable; cost estimates are conceptual. Chris said that many free hours have been put towards this project. John Rabchuk stated he anticipates a proposal from WBK may come before the next meeting.

John Rabchuk mentioned Northwestern Hospital and NI Gas may be potential sponsors in the future.

John Rabchuk stated work is being done with Scott Shipley of S2O Design on requirements for RiverPark portion of the project.

WBK is in discussions with Illinois DNR regarding the general project parameters. Chris Adesso stated this should go along with the Master Plan.

C. Meetings and Presentations

Metro West Council – Fox River Valley Subgroup

Mayors and City Administrators will take part in this event. The meeting may take place in April.

St. Charles East High School – Environmental Science Classes and ECO-Club

The group met on February 16 to discuss general concepts of student's involvement in water quality testing and Active River educational efforts. Another meeting will take place on February 26.

St. Charles Canoe Club may provide river chauffeuring service for students on the river during test.

Friends of the Fox may provide direction and guidance on testing methodology, locations and frequency.

Jim Richter, Assistance Principal, will attend the annual River Corridor presentation on storm water management to Munhall School 4th graders. Jim Enck, John Rabchuk and Pam Otto will present.

High School environmental sciences students may assume responsibility for this educational effort in fall of 2016 on a district-wide basis.

Trish Beckjord stated she gave Jim Enck the name of a company that can do a table top model to show.

D. Other Outreach Efforts

Private Fund Raising

No status update available at this time; this is still dependent on the City's commitment.

5. Other and New Business

6. Adjourn

The next meeting is scheduled for March 7, 2016 at 8:00 a.m. at the Baker Community Center.

Motion by Holly Cabel to adjourn the meeting, second by Chris Adesso.

Voice vote: unanimous; Nays – None Absent: Chris Bong, Jim Enck, Monica Meyers
-Motion carried at 9:06 a.m.



AGENDA ITEM EXECUTIVE SUMMARY

Title: Presentation of Options Related to Switchgear on IL Route 31

Presenter: Tom Bruhl

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 03.28.16
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

Estimated Cost:	\$8,600 to \$40,000	Budgeted:	YES	<input type="checkbox"/>	NO	X
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If NO, please explain how item will be funded:

Approval of additional expenditure would replace or defer other planned work

Executive Summary:

As part of an electric reliability overhead to underground relocation project, the Electric Utility placed a switchgear, within a utility easement, into a recently landscaped area between Horne and Roosevelt, at the Oaks subdivision. As the aesthetics of the switchgear are undesirable for the residents of the Oaks, staff is presenting two possible solutions to improve the appearance. Resolution of this issue is delaying completion of the overhead to underground conversion of the system. Staff is requesting guidance with respect to additional expenditure on this project.

Attachments: *(please list)*

County Wide Landscaping Quotation

Recommendation / Suggested Action *(briefly explain):*

Requesting City Council provide direction to City Staff.

For office use only:

Agenda Item Number: 4.a



42W891 Beith Rd
 Elburn IL 60119
 Ph. 1-630-365-3412
 Fx. 1-630-365-0522

Estimate

DATE	ESTIMATE #
3/8/2016	26214

www.countywidelandscaping.com

NAME / ADDRESS
City of St. Charles PO Number 85990

ITEM	DESCRIPTION	QTY	COST	TOTAL
Landscaping	Proposed Plantings Around Switch Gear @ The Oaks of St Charles (Per Plan)	1	8,600.00	8,600.00
	Proposed Plantings Per Plan Include the Following: 10 - 6' - Techney Arborvitae, 5 - 36" - Compact Burning Bush, 8 - 36" - Blue Muffin Viburnum, 13 - 1 Gal - Karl Foerster Feather Reed Grass, 13 - Cubic Yards - Premium Hardwood Mulch, 200 - Linear Feet - Spade Edge, 1400 - Square Feet of Turf Removal/Disposal & Bed Prep - Per Lump Sum Sales Tax			
			7.00%	0.00

SIGNATURE	_____	TOTAL	\$8,600.00
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Professional work at a competitive price lingers on for a lifetime over poor work at a cheaper rate!

Phone #	Fax #	E-mail	Web Site
1-630-365-3412	1-630-405-1749		www.countywidelandscaping.com

James Tait james@countywidelandscaping.com 630-659-6231 Cell	officemgr@countywidelandscaping.com
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AGENDA ITEM EXECUTIVE SUMMARY

Title: Presentation of Public Works Green Initiatives

Presenter: Tom Bruhl

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 03.28.16
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

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

Executive Summary:

For Information Only – PowerPoint presentation on some of Public Works Green Initiatives.

Attachments: *(please list)*

None

Recommendation / Suggested Action *(briefly explain):*

For Information Only

For office use only: Agenda Item Number: 4.b



AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Award the Bid for Legacy Substation Civil Work and Cable Removal to Archon Construction

Presenter: Tom Bruhl

Please check appropriate box:

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 03.28.16
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$981,440	Budgeted:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> X	<input type="checkbox"/> NO	
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If NO, please explain how item will be funded:

Executive Summary:

The City and ESI Consultants developed a set of plans for civil and concrete work required for the Legacy Substation and optional additional cable removal work from duct banks throughout the City. Additionally, the plans included grading design and layout to coordinate with the solar plant that will share the site, and pricing for those items were obtained as optional pricing. Following standard Purchasing procedure, the job was advertised, and posted on the City website, resulting in the City receiving two qualified bids although many contractors downloaded plans. Engineering evaluated all the unit costs provided with the bids and found all items were reasonably priced. Archon met all bid requirements, and took no exceptions to any of the bid specifications.

Attachments: *(please list)*

Bid Tabulation

Recommendation / Suggested Action *(briefly explain):*

Recommendation to Award the Bid for Legacy Substation Civil Work and Cable Removal to Archon in the amount of \$981,440.

For office use only:

Agenda Item Number: 4.c

Bidder	Lump Sum Substation Cost	Optional Solar Site Grading and Sewer	Day Rate for Cable Removal	Lump Sum for Cable Removal	Contingency for Unforeseen	Total Bid
Archon	\$898,760.00	\$194,440.00	\$4,515	\$62,680	\$20,000	\$981,440.00
Meade	No Bid		No Bid	No Bid		
Infrasource	No Bid		No Bid	No Bid		
Intren	\$1,349,221.00	Difficult to Decipher	\$4,934	\$74,010.00	\$20,000	\$1,443,231.00
MP Power Systems	No Bid		No Bid	No Bid		
Utilty Dynamics	No Bid		No Bid	No Bid		
Kresmery Const.	No Bid		No Bid	No Bid		
3 Phase Electric	No Bid		No Bid	No Bid		

	AGENDA ITEM EXECUTIVE SUMMARY					
	Title:	Recommendation to Award the Bid for Electric Duct and Streetscape Elements to Intren				
	Presenter:	Tom Bruhl				
<i>Please check appropriate box:</i>						
	Government Operations		X	Government Services 03.28.16		
Estimated Cost:	\$212,235.50	Budgeted:	YES	X	NO	
If NO, please explain how item will be funded:						
Executive Summary:						
<p>This project involves installing City electrical infrastructure to service First Street Phase III, including Building #1 and the City's parking deck, which are under construction, and future Buildings #2 and #3. The scope of work also includes electric infrastructure and lighting for certain segments of streetscape improvements.</p> <p>Cost Split</p> <p>This contract amount will be split as follows according to the First Street Phase III Redevelopment Agreement:</p> <p>Developer Portion = \$143,502.60</p> <ul style="list-style-type: none"> • Building #1 (\$48,766.30) : Developer will need to reimburse City • Buildings #2 & #3 (\$94,736.30): fee to be paid by the developer at the time of building permit. <p>City Portion = \$58,732.90</p> <ul style="list-style-type: none"> • Parking Deck: \$12,349.90 to be included in the total agreed cost of the parking deck • Streetscape electrical: \$34,179.00 as a portion of the streetscape improvements for segments of First Street and Illinois Street along Buildings #1 & #2 • City Fiber-Optic: \$12,204.00 from Public Works budget, costs related to connecting fiber-optic to the parking deck for security cameras and the lift station SCADA. <p>Bidding</p> <p>The City and WBK developed a combined set of plans for electric conduits, streetlight infrastructure, and streetscape irrigation and drainage pipes. Following standard Purchasing procedure, the job was advertised and posted on the City website, resulting in the City receiving 4 bids. Space in the right-of-way is very tight, so it was important to share a common trench with as many elements as possible. The work is a shared project with the developer as it places infrastructure required to get power to the new three buildings on First Street as well as place elements for the City streetscape. Intren met all bid requirements, and took no exceptions to any of the bid specifications.</p>						
Attachments: <i>(please list)</i>						
Bid Tabulation						
Recommendation / Suggested Action <i>(briefly explain):</i>						
Recommendation to Award the Bid for First Street Electric Duct and Streetscape Elements to Intren in the amount of \$212,235.50.						
<i>For office use only:</i>		<i>Agenda Item Number: 4.d</i>				

Bidder		Bid Price		Contingency		Total Price
Intren	\$	202,235.50	\$	10,000.00	\$	212,235.50
Archon	\$	205,535.00	\$	10,000.00	\$	215,535.00
Utility Dynamics	\$	327,818.00	\$	10,000.00	\$	337,818.00
Meade	\$	334,487.00	\$	10,000.00	\$	344,487.00
Infrasource	No Bid					
Pieperline	No Bid					
3 Phase Electric	No Bid					



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Award Contract for Design and Construction Engineering Services for Phosphorus Removal Project
Presenter:	John Lamb

Please check appropriate box:

	Government Operations	X	Government Services 03.28.16
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$ 453,000	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

The EPA Permit for the Main Wastewater Treatment Plant has a special condition that requires the City to remove phosphorus in the wastewater. This involves construction and modification of the existing facility which requires design and construction engineering services. In October of 2015 staff and Trotter & Associates gave a presentation on phosphorus removal options and costs. This was the result of the Wastewater Facility Plan and Phosphorus Removal Feasibility Study performed by Trotter and Associates in 2015.

The permit condition specifies a schedule that must be adhered to including submittal dates for design plans. Staff sent out Request for Qualifications (RFQ) for these services to six engineering firms in February. Out of the six firms one declined and two firms partnered together resulting in a total of four RFQ submittals. A committee of five staff members reviewed the submittals independently based on five competencies. These competencies had numeric values used to calculate scores for the firms. In addition to evaluating the proposals on these competencies staff met to discuss general topics such as each firm's strengths and weaknesses, advantages, disadvantages, staff's comfort level with the firms and scheduling of project.

As a result of the evaluation staff recommends awarding a contract to Trotter and Associates for Professional Services for the Phosphorus Removal Project. At this time staff recommends awarding the design engineering phase of the project at the negotiated fee of \$441,500.00. Staff will come back to the committee approximately in a year to request committee approval for the purchase order for the construction engineering phase due to that phase being budgeted in the fiscal year FY17/18.

Attachments: *(please list)*

None.

Recommendation / Suggested Action *(briefly explain):*

Recommendation to award contract to Trotter & Associates for Design and Construction Engineering services for Phosphorus Removal Project and at this time pending approval of the FY16/17 budget award the amount of four hundred forty-one thousand and five-hundred dollars (\$441,500.00) for the design engineering phase and a Resolution Authorizing the Mayor and City Clerk to execute same.

For office use only:

Agenda Item Number: 4.e



AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve Revisions to Homeowner Sewer Assistance Policy

Presenter: John Lamb

Please check appropriate box:

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 03.28.16
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

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

Executive Summary:

In 2010 the Committee approved a Homeowner Sewer Assistance Policy Program. This program offers financial assistance to residents that may experience flooding problems inside a home due to either sanitary sewer back up or storm water leaking in. The policy not only provides assistance to residents but also may prevent claims against the City for sewer back- ups during heavy rain events. It also reduces the amount of clear water that may otherwise enter the sanitary sewer and contribute to charged sewers.

The policy currently reimburses property owners fifty percent (50%) of total project cost with a maximum contribution amount of twenty-five hundred dollars (\$2,500.00). Staff felt it appropriate to revise and update this maximum contribution amount since it is now six years old. Staff reviewed policies from several other communities to compare their maximum amount. Several neighboring communities have maximum amount of \$3,000.00. Therefore staff is recommending an increase to three-thousand dollars (\$3,000.00) for the maximum contribution amount.

In addition are minor revisions to the language for housekeeping and clarification purposes.

Attachments: *(please list)*

Homeowner Sewer Assistance Policy

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve increase maximum contribution amount of the Homeowner Sewer Assistance Policy to three thousand dollars (\$3,000.00) and a Resolution Authorizing the Mayor and City Clerk to execute same.

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

Title Homeowner Sewer Assistance Policy
Policy # 2010-01
Approval Date October 4, 2010
Revision Date **April 4, 2016**



Sections:

- Introduction
- Program Criteria
- Application Process
- Reimbursement Process

Exhibits:

- Application Form
- Reimbursement Form

I. INTRODUCTION

The City of St. Charles ~~may~~ offers financial assistance to residents that ~~may~~ experience flooding problems inside a home due to either sanitary sewer back up or storm water leaking in **that contributes to sanitary sewer back-up**. The City Homeowner Sewer Assistance Program ~~will~~ **may** reimburse **eligible** property owners fifty percent (50%) of total project cost with a maximum contribution amount of ~~twenty five hundred dollars (\$2,500.00)~~ **three thousand dollars (\$3,000.00)**. The City has a limited dollar amount in the City budget for this program; therefore eligibility is on a first come first serve basis.

Examples of eligible projects for sanitary sewer back ups are; installation of overhead sewers, stand pipes or backflow prevention devices. Storm water projects examples may be; foundation water proofing, re-grading for improved drainage, drain tile and foundation wall repairs, private storm sewer repairs.

II. PROGRAM CRITERIA

To qualify a homeowner must have experienced either sanitary sewer backup or storm water infiltration in the interior of residence **that contributes to sanitary sewer back-up** and provide documentation of the event. One or more of the following items must be submitted as documentation:

1. Copy of insurance company claim.
2. Copy of receipt from cleaning company. (Ex: ServiceMaster)
3. Photographs of backup.
4. Confirmed through a meeting with a City of St. Charles' representative.

Only costs related to the following devices or work are eligible for reimbursement. Paint, wall, floor coverings or other associated cosmetic costs are not eligible.

Standpipe	Water Proofing
Backflow Valve	Foundation wall, drain tile repair
Overhead Sewer	Drainage improvements

III. APPLICATION PROCESS

If resident meets the established criteria an application shall be submitted to the Director of Public Works or designee for prior approval. The application is available at the City Department of Public Works, the Building & Code Enforcement Office and on the City of St. Charles' website.

An application must be filed within six (6) months of the event and the work completed within one year of the application date.

The application shall contain the following information:

1. Applicant name, property address and Property Index Number (PIN).
2. Description of work, devices to be installed.
3. Projected date of start of work and completion.
4. Copies of quotes from minimum of two licensed and bonded contractors.

The applicant may use any qualified contractor, however the City of St. Charles reimbursement amounts will be based on the lowest quote.

Two weeks should be allowed for review and pre-approval of application. In addition the applicant must also:

1. Sign a waiver indemnifying the City of any liability.
2. Obtain applicable permits for the City of St. Charles Building and Code Enforcement Office.

IV. REIMBURSEMENT PROCESS

Reimbursement is for fifty percent (50%) of the total cost with a maximum amount of ~~twenty-five hundred dollars (\$2,500.00)~~ three thousand dollars (\$3,000.00). The City of St. Charles shall make payments to applicants only, not to contractors or suppliers once the work is completed.

After work is completed the resident shall notify the City of St. Charles Building and Code Enforcement Office to schedule a final inspection. After the inspection the resident must submit the following documentation to receive reimbursement:

1. Reimbursement form.
2. Copies of paid receipts for all work included in project.
3. Copy of approved application.
4. Copy of approved City permits and final inspections.

Once reimbursement form is submitted the resident should allow approximately two weeks for processing and payment. Homeowners are limited to a one-time only reimbursement.



AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to approve Yard Waste Fee Increase

Presenter: AJ Reineking

Please check appropriate box:

	Government Operations	X	Government Services 03.28.16
	Planning & Development		City Council

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

Executive Summary:

In 2016, the City will be entering year 3 of a 5-year contract for brush and leaf collection services with Kramer Tree Specialists, Inc. In this contract, the City moved from an annual four-cycle leaf collection program to a three-cycle collection program. This transition has been generally well received by residents.

Similarly, the brush collection program transitioned from eight brush collection cycles per year to seven. In the first year of the contract, the lowest volume month, July, was eliminated from the program. We received overwhelming feedback that the July brush collection should be reinstated. Subsequently, in 2015 the last month of the program, November, was eliminated on a trial basis. After receiving feedback from residents, and noting the piles of brush accumulated in parkways over the winter, we are recommending the reinstatement of the eighth brush collection.

The cost of one additional City-wide brush collection is \$22,888.86. Considering there are currently 9,535 customers that pay the fee for service on a monthly basis, this additional service will cost each customer \$0.20 per month. The revised yard waste fee considered for FY16/17 will then translate to \$4.41/ month. In successive years, the fee will be \$4.50/month for FY17/18 and \$4.59/month for FY18/19.

Attachments: *(please list)*

Yard Waste User Fee Ordinance

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve an Increase to the Yard Waste Fee.

For office use only

Agenda Item Number: 4.g

City of St. Charles, Illinois
Ordinance No. 2016_____

An Ordinance Authorizing Amendment of Title 3 “Revenue and Finance”, Chapter 3.38, “Yard Waste User Fee”, Section 3.38.010 “User Fee” Of the St. Charles Municipal Code

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

Section 1. That Title 3 “Revenue and Finance”, Chapter 3.38 “Yard Waste User Fee”, Section 3.38.010 “User Fee”, of the St. Charles Municipal Code, is hereby deleted in its entirety and in lieu thereof the following language shall be substituted:

3.38.010 User Fee.

A user fee is hereby imposed upon single family residences or any building that contains six or fewer dwelling units, whether they be occupied or not, in the amounts of \$4.13 each month for FY 15/16, \$4.41 each month for FY 16/17, \$4.50 each month for FY 17/18 and \$4.59 each month for FY 18/19.

Section 2. That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval and publication in pamphlet form as provided by law. The rates set forth herein will be effective with the first billing subsequent to the effective date of this ordinance.

Section 3. That after the adoption and approval hereof this Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this ____ day of _____, 2016.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this ____ day of _____, 2016.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, this ____ day of _____, 2016.

Raymond P. Rogina, Mayor

ATTEST:

Nancy Garrison, City Clerk

COUNCIL VOTE:

Ayes: _____

Nays: _____

Absent: _____

APPROVED AS TO FORM:

City Attorney

DATE: _____



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Waive the Formal Bid Procedure and Approve Contract for the Resurfacing of South Riverside Avenue and Various Public Works Parking Lots
Presenter:	Karen Young

Please check appropriate box:

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 03.28.2016
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council

Estimated Cost:	\$259,744.95	Budgeted:	<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> X	<input type="checkbox"/> NO	<input type="checkbox"/>
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Executive Summary:

Riverside Avenue, the Public Works IDOT Garage and the Public Works Parking Lot are scheduled to be resurfaced in May. These projects are being proposed to get started early in the season to be ready for special events in the downtown area and to get our PW Parking lots ready for the summer construction season.

The City is currently under contract with Schroeder Asphalt Services for the 2015 MFT Street Program. Since the 2015 Street Program was competitively bid last year, staff felt there would be a time and cost savings by negotiating a contract with Schroeder Asphalt Services directly for this project and use the appropriate unit prices as bid with the 2015 Street Program. Schroeder Asphalt Services has agreed to hold their unit prices from their 2015 Street Program Contract for the above subject projects to be completed in May 2016.

Attachments: *(please list)*

* Bid Waiver

Recommendation / Suggested Action *(briefly explain):*

Recommendation to Waive the Formal Bid Procedure and Approve Contract for the Resurfacing of South Riverside Avenue and various Public Works Parking Lots with Schroeder Asphalt Services in the amount of \$259,744.95.

<i>For office use only:</i>	<i>Agenda Item Number: 4.h</i>
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REQUEST FOR WAIVING BID PROCEDURE

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Schroeder Asphalt Services
11022 S. Grant Hwy
Marengo, IL 60152

For the purchase of: Schroeder Asphalt Services

At a combined total cost not to exceed: \$259,744.95

Schroeder Asphalt was the low bidder for the 2015 MFT Street Rehabilitation Program and has agreed to hold their pricing for this project.

Other Quotations Received: None

Date: 03/28/16

Requested by: _____

Department Director: _____

Purchasing Manager: _____

Committee Chairman: _____

THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.

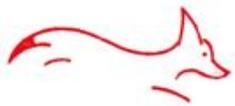
	AGENDA ITEM EXECUTIVE SUMMARY					
	Title:	Recommendation to Approve Street and Parking Lot Closures and Use of Amplification Equipment for the 2016 Fox Valley Marathon				
	Presenter:	Deputy Chief David Kintz				
<i>Please check appropriate box:</i>						
	Government Operations	X	Government Services 03.28.16			
	Planning & Development		City Council			
	Public Hearing					
Estimated Cost:	PD: \$4,363.19 EMA: \$270.00 PW: \$4,192.22 FD: \$616.00 TOTAL: \$9,441.41	Budgeted:	YES	X	NO	
If NO, please explain how item will be funded:						
All city costs are to be paid by the event sponsor, as done in the prior events.						
Executive Summary:						
<p>The seventh annual Advocate Dreyer Fox Valley Marathon is proposed for Sunday, September 18, 2016. The layout and route will be similar to the 2015 event. The biggest change this year is that the race will now start and finish on the Illinois Street Bridge. Runners will stage on the bridge. The race begins at 7:00 a.m., proceeding south on 1st Street to Route 31, and out of the city limits into Geneva and eventually to Aurora. The route then returns to St. Charles along Riverside Avenue, and finishes on the Illinois Street Bridge. Event organizers are also requesting that Municipal Lot B, (located behind the old River Rock House/Chord On Blues building) be closed on September 17 & 18 for the purposes of setting up “porta-johns” needed for the race participants and spectators. These had previously been set up in the area of the 1st Street Phase III construction.</p> <ul style="list-style-type: none"> • Illinois Street (between Rt. 31 and 2nd Ave) will be closed from 5:00 AM – 3:00 PM on Sunday September 17. • Portions of Prairie Street, Riverside Avenue, and S. 1st Street will be closed as depicted in the attached event schematics. <p>The Kane County CASA Kid’s Marathon is proposed for Saturday September 17, 2016, at 3:00 P.M. This race starts and finishes on 1st Street.</p> <p>The event sponsors are also requesting the use of an amplification system (PA) on Illinois Street at the start and finish lines for the duration of the events on Saturday, September 17 from 3 p.m. – 4 p.m. and Sunday, September 18, 2016 from 6:15 a.m. – 1:30 p.m. Event sponsors were reminded by the Special Events committee to keep in consideration the surrounding neighborhoods when utilizing the amplification in the early Sunday morning hours.</p> <p>The sponsors will ensure advance notification and promotion is done in the downtown area, with special emphasis on any business directly along the closure route.</p>						
Attachments: <i>(please list)</i>						
Map routes						
Recommendation / Suggested Action <i>(briefly explain):</i>						
The Police Department recommends approval of the street and parking lot closures and use of amplification equipment for the 2016 Fox Valley Marathon.						
<i>For office use only:</i>		Agenda Item Number: 5.a				

Advocate Dreyer FOX VALLEY MARATHON



2016

September 18, 2016



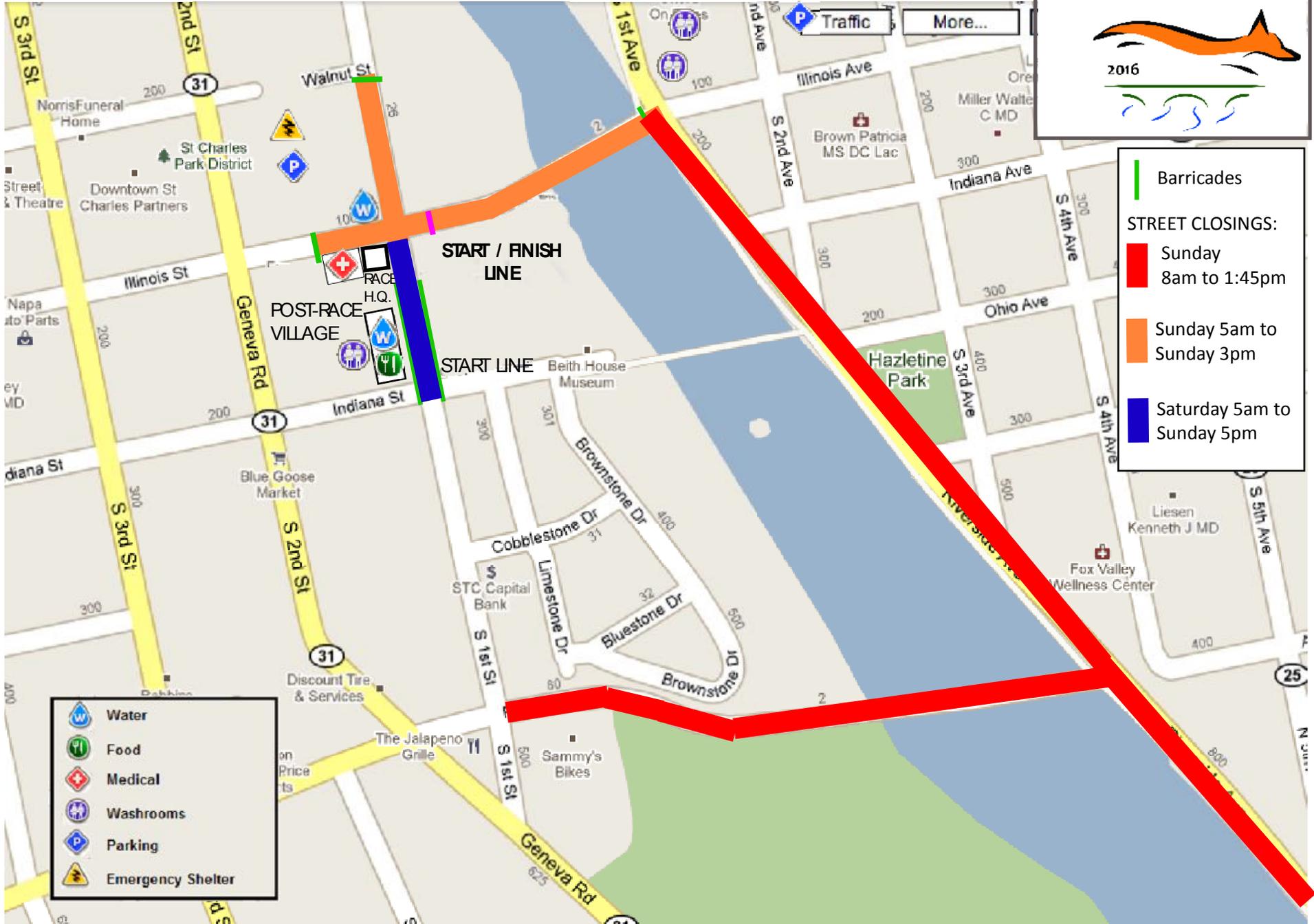
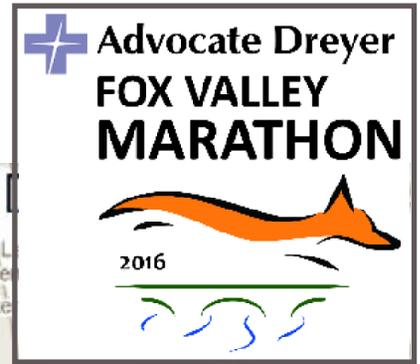
September 17, 2016



Event Schematics

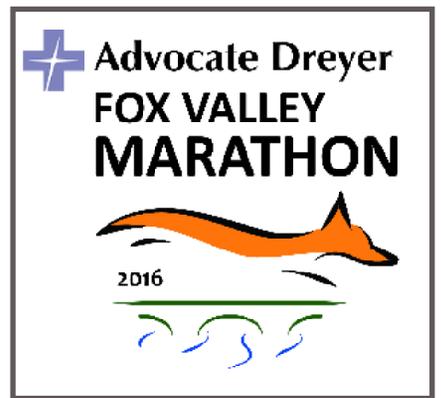
- FVM Road Schematics
- FVM Village Schematics
- FVM Kids Marathon Schematics

**STREET CLOSING
START SCHEMATIC**
Sunday September 18, 2016

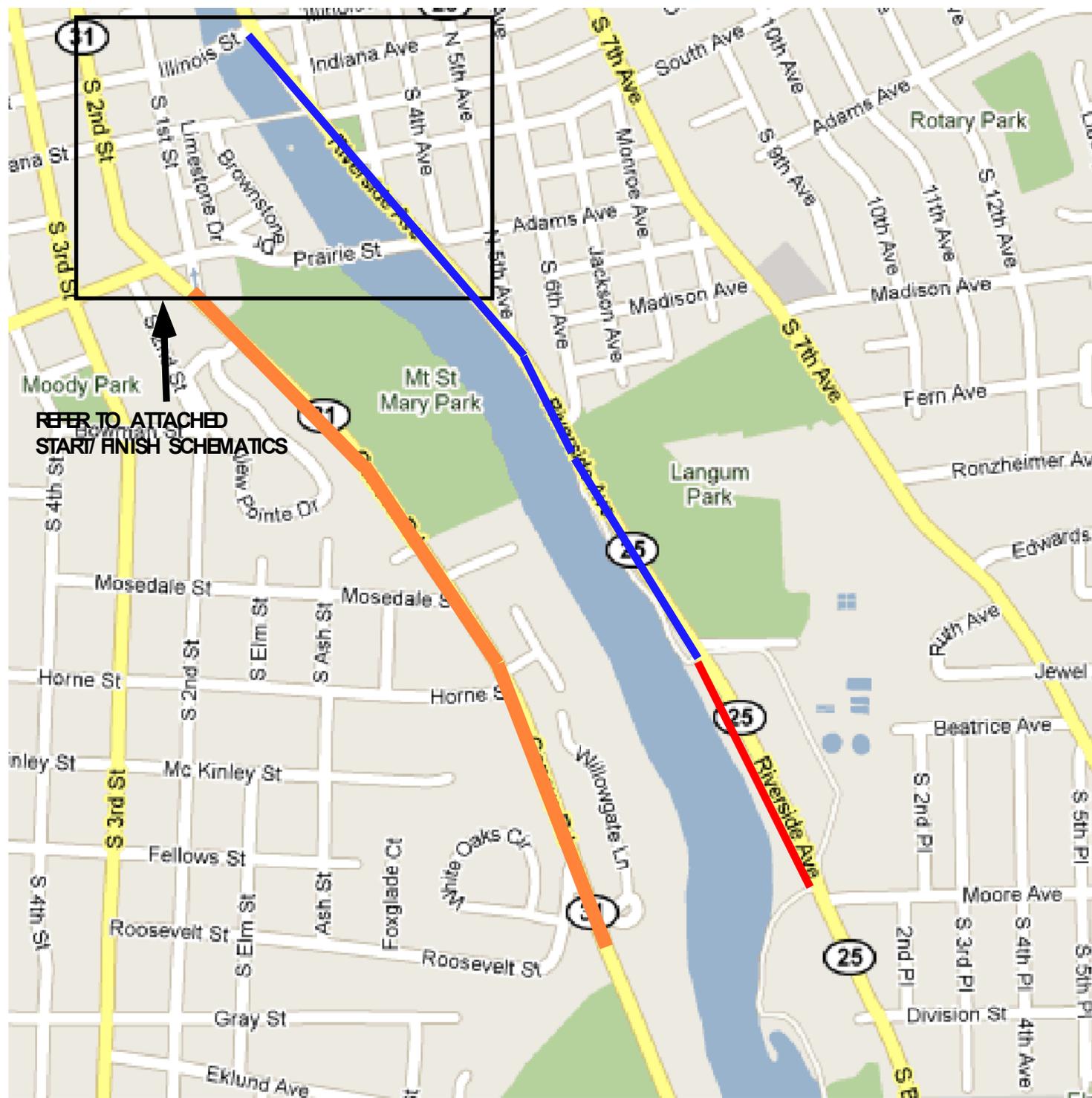


- █ Barricades
- STREET CLOSINGS:**
- █ Sunday 8am to 1:45pm
- █ Sunday 5am to Sunday 3pm
- █ Saturday 5am to Sunday 5pm

- Water
- Food
- Medical
- Washrooms
- Parking
- Emergency Shelter

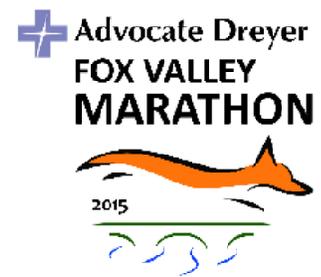
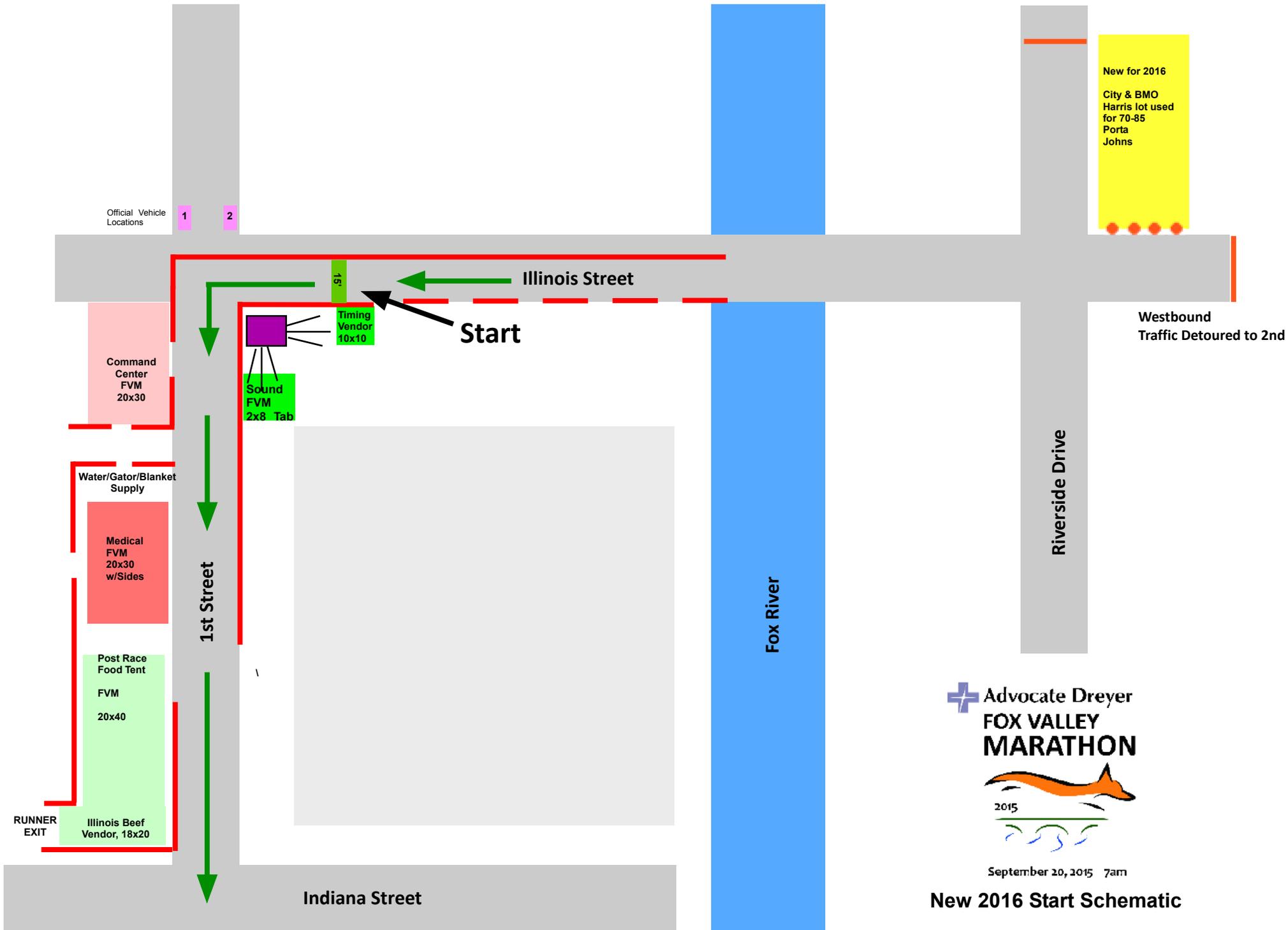


September 18, 2016



RTE's 25/31 SCHEMATIC

- STREET/LANE CLOSINGS:**
- █ Sunday 8:00am to 1:30pm
SINGLE PERSON WIDE, CONED LANE
West side of southbound lane.
STC Police controlled, while still allowing two-way vehicle traffic.
 - █ Sunday 8am to 1:30pm
Riverside closed, both lanes
 - █ Sunday 7am to 7:30am
SOUTHBOUND ONLY. STC Police controlled.
Geneva takes over at city limits



September 20, 2015 7am

New 2016 Start Schematic

~200'

Official Vehicle Locations

~180'

Illinois Street Finish S

Start/ Finish

1
2
3

3

5

Timing Vendor 10x10

Sound FVM 2x8 Tab

Medals

Water/Gator

Blankets

Water/Gator/Blanket Supply

Command Center FVM 20x30

Medical FVM 20x30 w/Sides

RUNNER CENTER S

Non-Runner Exit

Post Race Food Tent FVM 20x40

Illinois Beef Vendor, 18x20

RUNNER EXIT S

1st Street

TCAM

Kingdom Running Club

Dick Pond Athletics Vendor 20x20
FVM Gear

Awards FVM

End Award FVM

Results FVM

STC Ambulance

FVM Parking

Village Porta Johns

FVM Parking

10x10 FVM
10x10 FVM

Advocate Dreyer Massage FVM

20x20



Main Village and Finish Schematic
(No change for 2016)

MAIN VILLAGE

Indiana Street

Blue Goose

B

Parking Lot
75x81

C

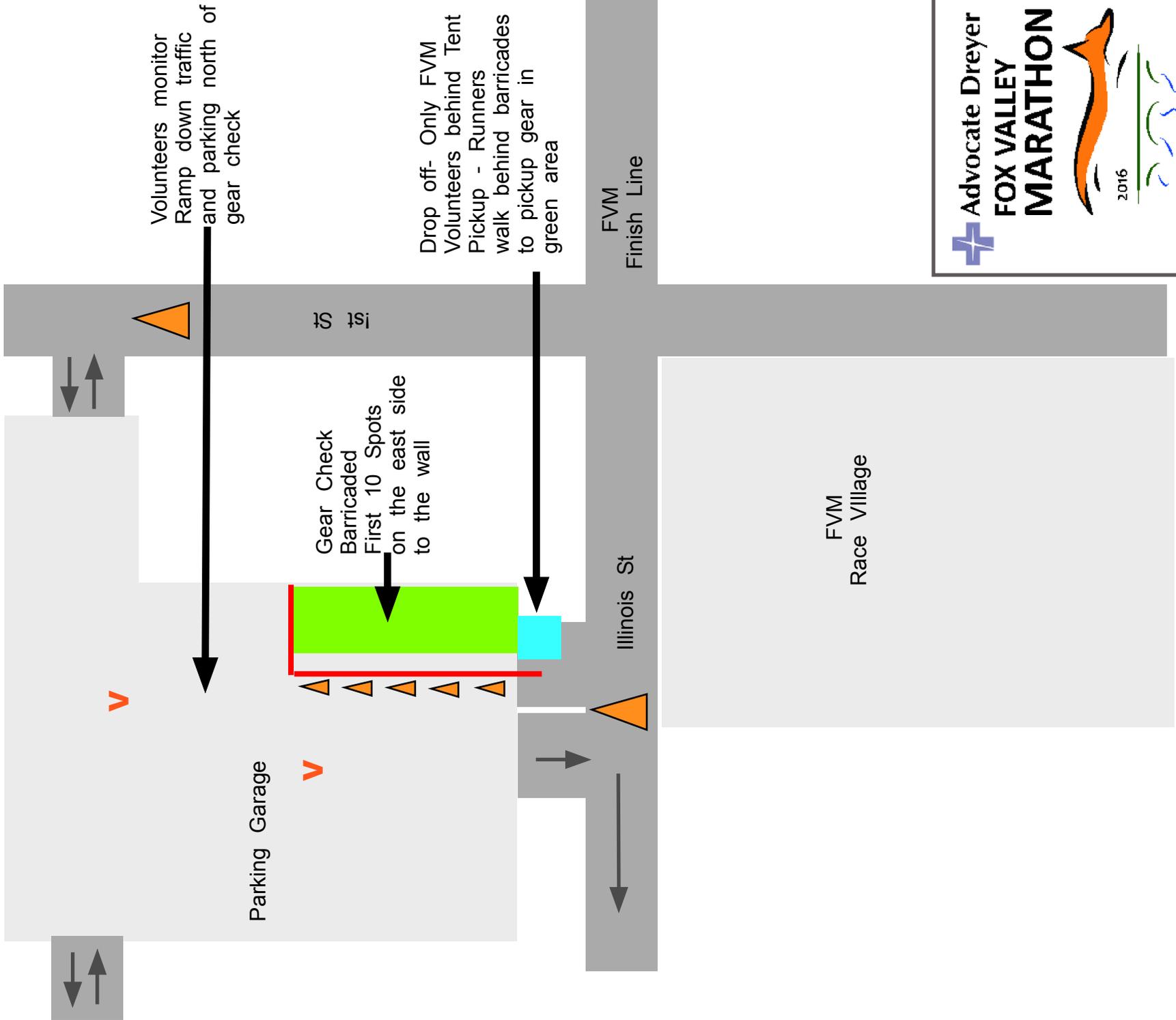
Grass Lot
118x85

1st Street

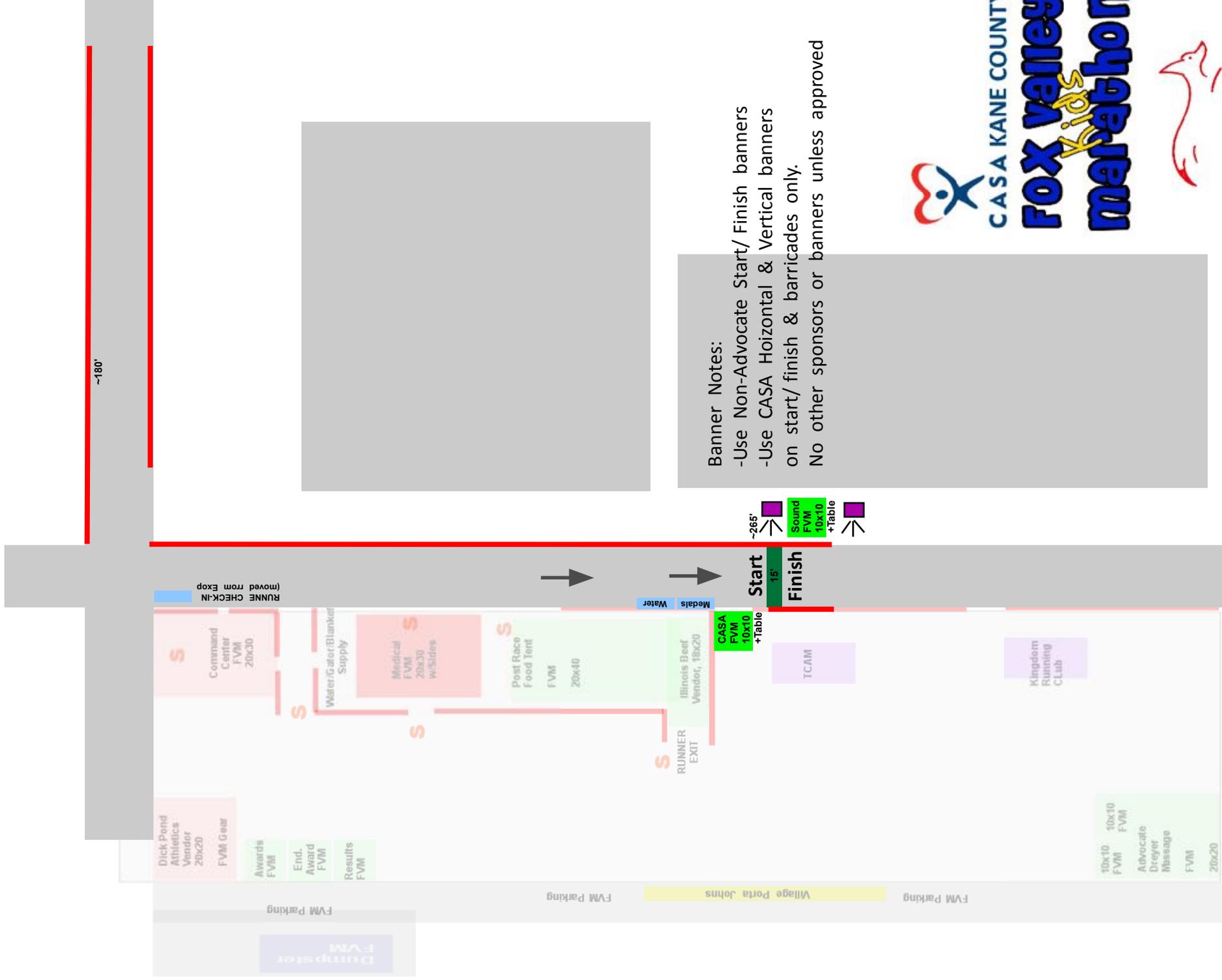


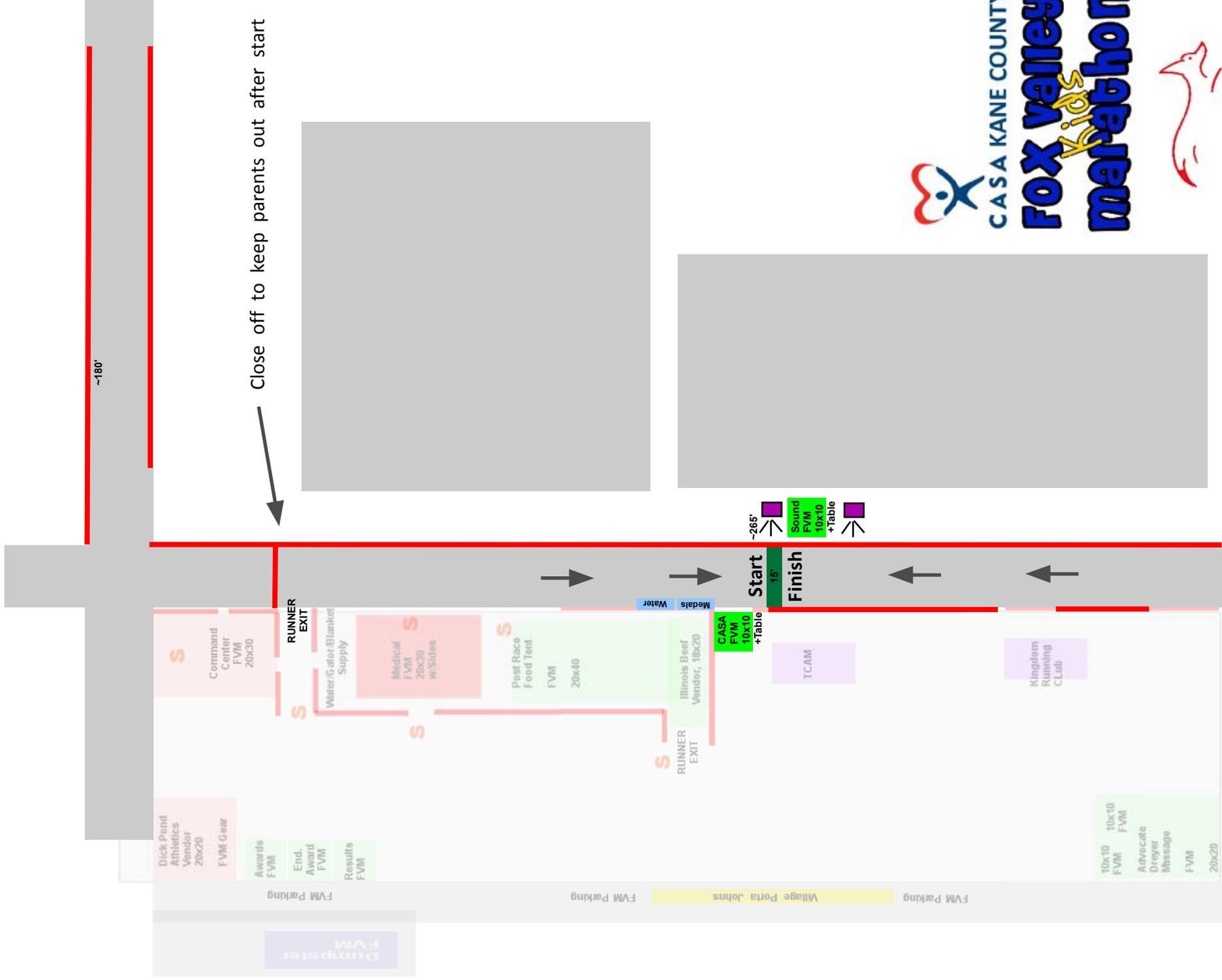
ZONES B & C

Charity & Run Club Village
Fox Valley Marathon Schematic



Parking Garage Gear Check
Fox Valley Marathon Schematic

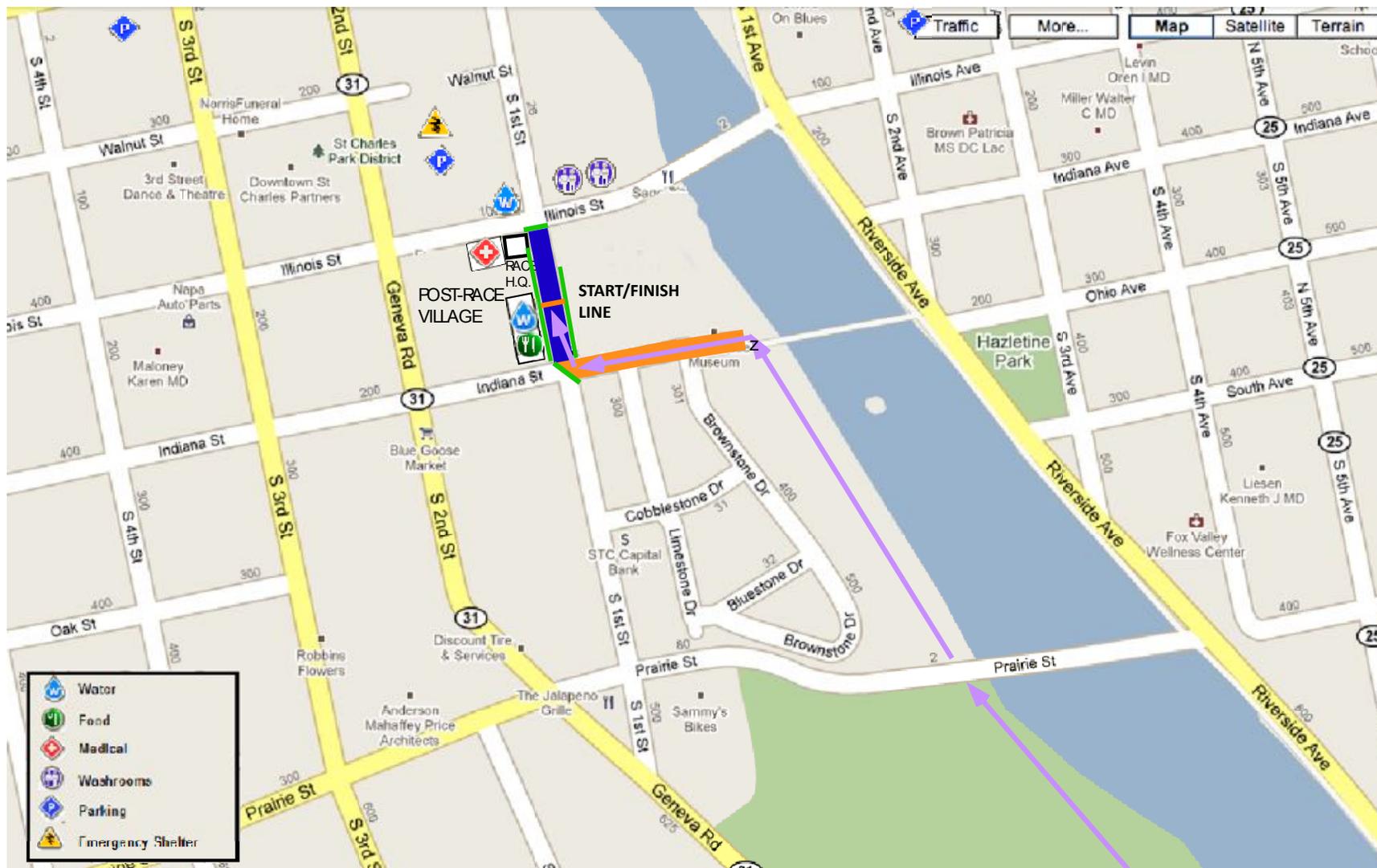




Fox Valley Marathon Kids Marathon FINISH Schematic



September 17, 2016
FINISH SCHEMATIC



BARRICADES

STREET CLOSINGS:

- Saturday 5am to Sunday 5pm
- Saturday 2:55pm to 3:45pm

Note: Traffic can flow from Indiana to 1st St, south of Indiana (45 degree barricade) from 3:15 on

Course
Note: goes UNDER Prairie St



AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve a Resolution for the Closure of Main Street for the Memorial Day Parade

Presenter: Deputy Chief David Kintz

Please check appropriate box:

	Government Operations	X	Government Services 3.28.16
	Planning & Development		City Council
	Public Hearing		

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

Executive Summary:

The City of St. Charles is requesting to have a Memorial Day Parade on Monday, May 30, 2016 on Main Street between the hours of 9:45 a.m. and 11 a.m. The parade will begin at 10 a.m. and last approximately 30 minutes.

It is requested that Fire Station #1 be available again in case of inclement weather for the ceremony immediately following the parade. If weather permits, this ceremony will take place at the Freedom Shrine on the north side of the Police Department.

The special events application was submitted on February 26th and the special event committee met on March 3rd with the event coordinator. No changes to the time or event are requested from past Memorial Day parades.

Attachments: *(please list)*

Resolution

Recommendation / Suggested Action *(briefly explain):*

The Police Department recommends approval of the closure of Main Street for the Memorial Day Parade.

For office use only: *Agenda Item Number: 5.b*

City of St. Charles, Illinois
Resolution No. _____

**A Resolution Requesting the Closure of Routes 64 and 31 for the
Memorial Day Parade**

**Presented & Passed by the
City Council on _____**

WHEREAS, the City of St. Charles is sponsoring a Memorial Day Parade in the City of St. Charles, and;

WHEREAS, this production will require the temporary closure of Main Street (Route 64) a state highway in the City of St. Charles, and;

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that permission to close Main Street (Route 64) on Monday, May 30, 2016 from 9:45 a.m. to 11 a.m. is requested of the Department of Transportation;

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

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

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

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

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.

Raymond P. Rogina, Mayor

Attest:

Nancy Garrison, City Clerk

Council Vote:

Ayes: _____

Nays: _____

Abstain: _____

Absent: _____



AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve Parking Lot, Street Closure, and Use of Amplification Equipment for St. Charles Cruise Nights

Presenter: Deputy Chief David Kintz

Please check appropriate box:

	Government Operations	X	Government Services 3.28.16
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$1,769.09 (PW)	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

The St. Charles Chamber of Commerce is requesting to host Cruise Nights for the sixth year on July 19, 26, and August 2, 9, 16, and 23, 2016; these are all Tuesday evenings. These cruise nights have been held the past five years without incident.

The requested location for this event is the same as last year's location on Riverside and Walnut Avenues. Riverside Avenue will be closed from Main St. to Illinois St. and Walnut Avenue will be closed from Riverside Ave. to Second Ave. from approximately 4:30 to 8:30 p.m. on each of the dates.

In addition to the street closure and use of barricades, they will need an electric hook-up and a loudspeaker permit during the time of the event on each date. The event sponsor will be responsible to move the barricades on each evening to reopen the street.

Any prep work, such as dropping barricades, will be handled by Public Works personnel as part of their regular work. Similarly, any need for Police assistance will be handled by on-duty personnel. There will be minimal cost to the City, if any, since no overtime will be expended nor any rental fees associated with barricades.

The sponsor has been in contact with all the affected businesses in the immediate area; they support the events and may participate in some manner. The Fire Department requires a 12-foot lane for access of any apparatus that may be needed.

Attachments: *(please list)*

Diagram of event layout

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve parking lot, street closure, and use of amplification equipment for St. Charles Cruise Nights.

<i>For office use only:</i>	<i>Agenda Item Number: 5.c</i>
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Data Source:
City of St. Charles, Illinois
Kane County, Illinois
DuPage County, Illinois
Projection: Transverse Mercator
Coordinate System: Illinois State Plane East
North American Datum 1983
Printed on: April 10, 2015 09:36 AM



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Powered by Precision GIS



AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve Street Closures for Annual Farmers Market from June through October

Presenter: Deputy Chief David Kintz

Please check appropriate box:

	Government Operations	X	Government Services 3.28.16
	Planning & Development		City Council
	Public Hearing		

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

Executive Summary:

This application was submitted on March 2nd and the special events committee met with the event organizer on March 8th to discuss this year's event.

The Farmers Market organizers at the Baker Memorial Church are requesting the closure of North 4th Avenue between Main St. and Cedar St. on Fridays from June until the end of October from approximately 5 a.m. until 2:30 p.m. The farmers market has taken place at this location for several years with no problems.

Barricades will be dropped off at Baker prior to the first market of the season and Baker will store them, when not being used, until the last event of the season. At that time, Public Works will pick the barricades back up.

Attachments: *(please list)*

None

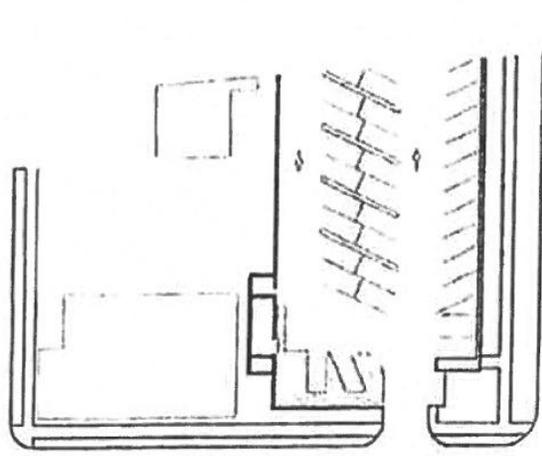
Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve street closure for the annual Farmers Market from June through October.

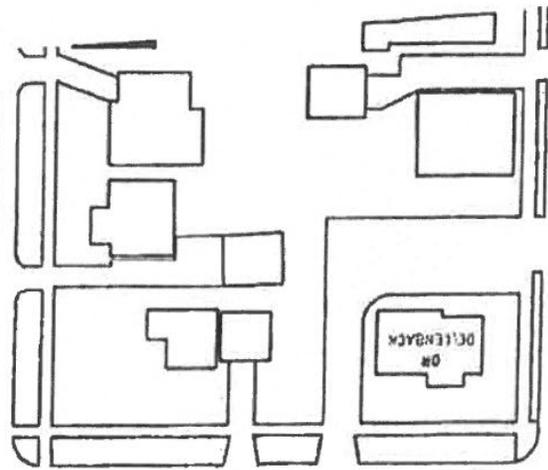
<i>For office use only:</i>	<i>Agenda Item Number: 5.d</i>
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AGENDA ITEM EXECUTIVE SUMMARY	
	Title: Recommendation to Approve Street and Parking Lot Closures and Use of Amplification Equipment for the Fine Arts Show
	Presenter: Deputy Chief David Kintz
<i>Please check appropriate box:</i>	
<input type="checkbox"/> Government Operations	<input checked="" type="checkbox"/> Government Services 3.28.16
<input type="checkbox"/> Planning & Development	<input type="checkbox"/> City Council
<input type="checkbox"/> Public Hearing	
Estimated Cost: \$1,979.79 (PW)	Budgeted: <input checked="" type="checkbox"/> YES <input type="checkbox"/> X <input type="checkbox"/> NO
If NO, please explain how item will be funded:	
Public Works will deliver and pick up barricades during regular operating hours.	
Executive Summary:	
<p>This application was submitted on February 23, 2016 and members of the Special Event Committee met on Tuesday, March 1st to discuss the details of this event.</p> <p>The Fine Arts Show will be held on South Riverside Avenue between Main Street and Illinois Avenue, as well as Walnut Avenue between Riverside Avenue and 2nd Avenue from Saturday, May 28th through Sunday, May 29th. The event will be open from 10 a.m. – 6 p.m. on Saturday and 10 a.m. – 5 p.m. on Sunday; Friday will only be for set-up for the event. The amplification license is being requested for these time frames.</p> <p>The Downtown St. Charles Partnership is requesting the closure of the following streets:</p> <ul style="list-style-type: none"> • South Riverside Avenue from Main Street to Illinois Avenue from 5 a.m. on May 27th through 8 p.m. on Sunday, May 29th. • Walnut Avenue from 2nd Avenue to Riverside Avenue from 5 a.m. on Friday, May 27th through 8 p.m. on Sunday, May 29th. • The parking lot between Riverside and 2nd Avenue from 5 a.m. on Friday, May 27th through 8 p.m. on Sunday, May 29th. <p>The applicant has requested placement of a tent/stage at the southern end of the BMO Harris Bank lot (in cooperation with BMO Harris), on the west side of First Street, and has additionally requested temporary electric service to that location. The applicant will be responsible for the actual time and material costs expended by the Electric Utility, as well as the electric energy consumption, for the requested temporary service.</p> <p>No request for the service of alcohol or need for a liquor license for this year's event. The event sponsor will remove all barricades from the street once all of the booths are gone. No changes to the event or set up have been requested from last year's event.</p>	
Attachments: <i>(please list)</i>	
Diagram of the booth layout	
Recommendation / Suggested Action <i>(briefly explain):</i>	
The Police Department recommends approval of street and parking lot closures and amplification license for the Fine Arts Show.	
<i>For office use only:</i>	<i>Agenda Item Number: 5.e</i>

MAIN ST.

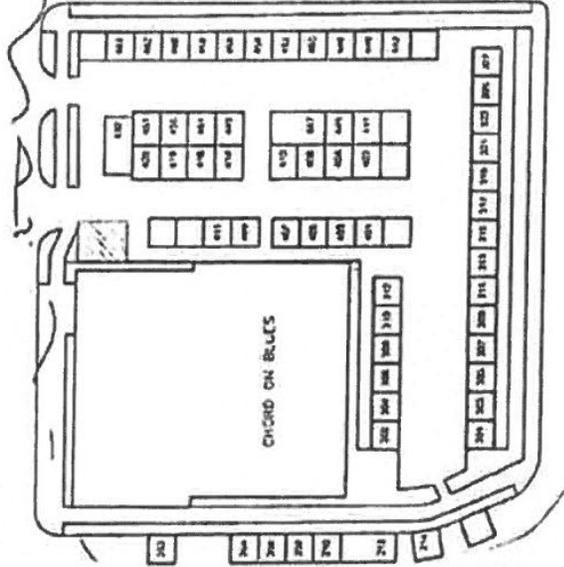
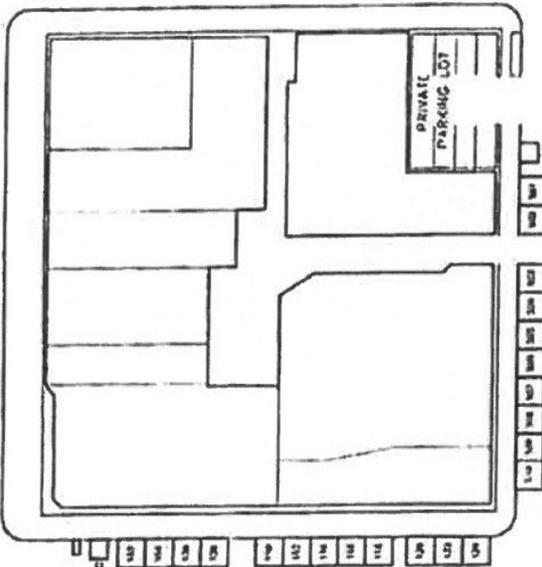


WALNUT AVE.

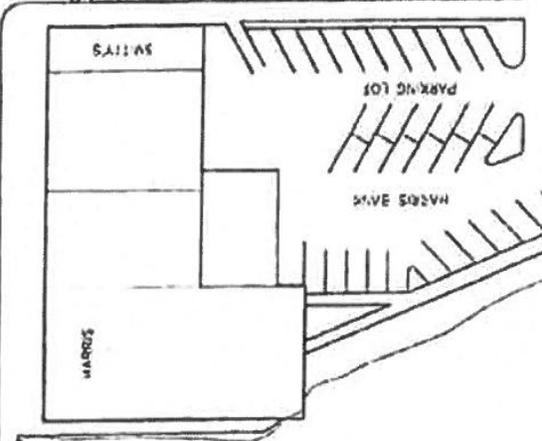


ILLINOIS AVE.

2nd AVE.



1st AVE.



FOX RIVER

HARRIS

SWITTS

PARKING LOT

HARRIS BAY



AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve the use of City Plazas/Property and Use of Amplification Equipment for STC Live

Presenter: Deputy Chief David Kintz

Please check appropriate box:

Government Operations	X	Government Services 3.28.16
Planning & Development		City Council
Public Hearing		

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

Public Works will deliver and pick up barricades during regular operating hours.

Executive Summary:

STC Live will be held in various locations throughout downtown St. Charles on Wednesday and Friday evenings between the hours of 5 p.m. and 10 p.m. from Memorial Day weekend through September 11, 2016. This is the fourth year for this event and no issues have been reported to date regarding it. The intent of this program is to draw people to downtown and the local businesses and the Downtown St. Charles Partnership oversees and coordinates this program.

STC Live will take place on the First Street Plaza and in front of participating businesses. Some past participating businesses include Blue Goose Market, Kimmer’s Ice Cream, and Dick Pond Athletics. The performers (musicians, jugglers, magicians etc.) set up on the sidewalk outside of the business, not requiring any of the parking spaces to be closed.

Electricity is used on the First Street Plaza, as it has been in the past. Attached is a basic layout of the First Street Plaza for the performances.

The only change from last year’s events is the elimination of performances on Volunteer Plaza due to low foot traffic and attendance.

Attachments: *(please list)*

Diagram of the First Street Plaza

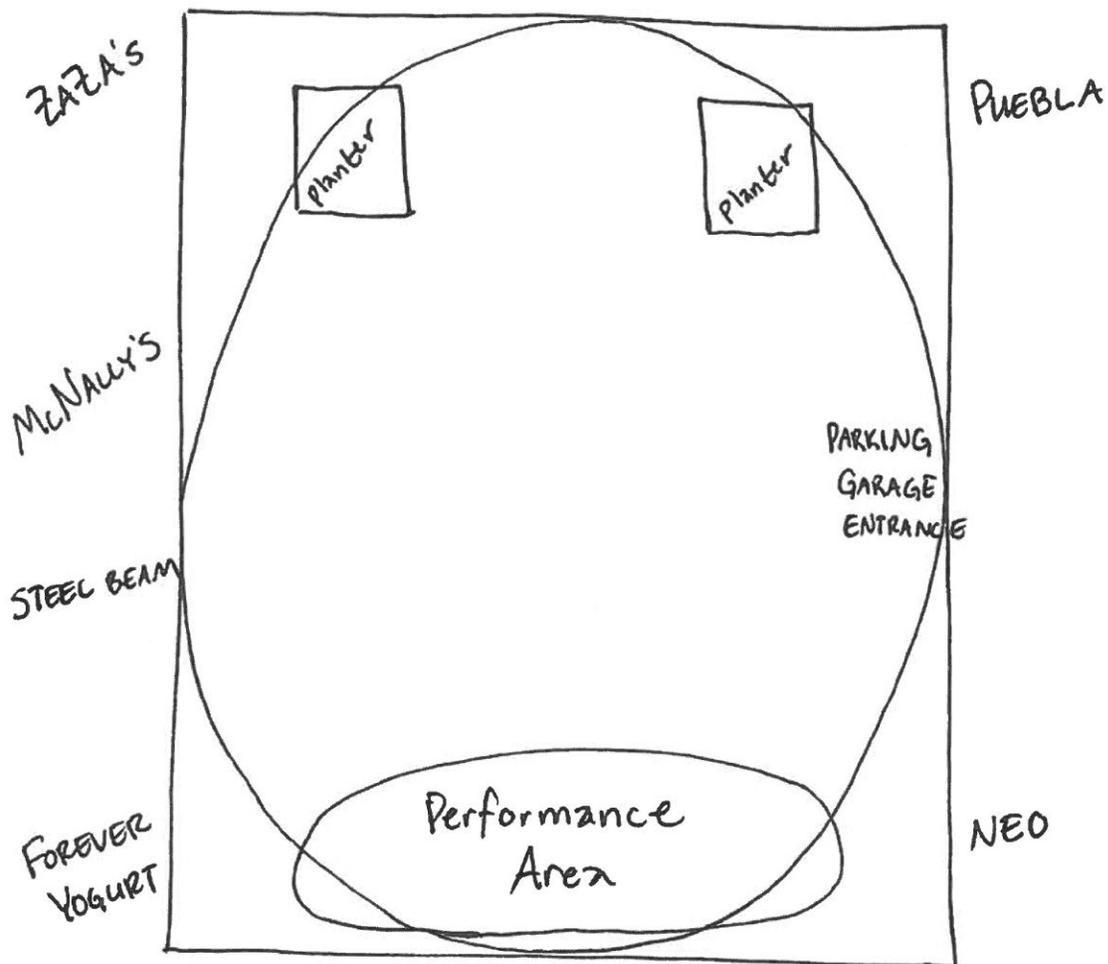
Recommendation / Suggested Action *(briefly explain):*

The Police Department recommends approval of the use of City Property/Plazas and amplification license for STC Live.

For office use only: Agenda Item Number: 5.f

SECTION 4 - SITE PLAN AND/OR ROUTE MAP

Please use the space below to illustrate the layout for your event. If you need additional space, please attach a separate sheet.



If applicable, the following must be included:

Location of food vendors (FV)
Location of beverage vendors (BV)
Location of garbage receptacles (G)
Location of toilets (T)
Location of hand washing sinks (HWS)
Location of retail merchants (RM)
Location of First Aid (FA)

Location and number of barricades (B)
Location of fire lane (FL)
Location of fire extinguishers (FE)
Public entrances and exits (PE)
Location of sound stages and amplified sound (S)
Location of residential streets surrounding events
Electric (E)
(Hydrant Meter (H2O))



AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to approve the Tri- City Ambulance Association Budget in the capacity as lead agency for TCA

Presenter: Fire Chief Joe Schelstreet

Please check appropriate box:

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 03.28.16
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council

Estimated Cost:	\$4,636,724.00	Budgeted:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> X	<input type="checkbox"/> NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

Executive Summary:

On March 11, 2016, The Tri-City Ambulance Board of Directors approved the operating budget for Fiscal Year 2016/2017. The budget projects total expenditures of \$4,636,724.00 to be offset by approximately \$3,382,200 in revenue as well as a \$300,000 spend down of reserve funds and contributions from member agencies.

City of St. Charles	\$334,174.00	City of Batavia	\$334,174.00
City of Geneva	\$257,221.00	Batavia FPD	\$21,477.00
Geneva Township	\$7,158.93		

Attachments: *(please list)*

* FY 16/17 Tri-City Ambulance Association Budget * TCA Resolution 2016-01

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve the Tri-City Ambulance Association Budget in the capacity as lead agency for TCA.

For office use only: *Agenda Item Number: 6.a*

Tri-City Ambulance

Resolution No. 2016-1

**A Resolution Of Tri-City Ambulance Service Board Of Directors
Authorizing The City Of St. Charles, As Lead Agency For Tri-City, To
Include The Approved Operating Budget For The Period Of May 1,
2016 Through April 30, 2017 In The St. Charles Municipal Budget For
And On Behalf Of Tri-City Ambulance Service.**

**Presented & Passed by the
Tri-City Ambulance Board of Directors on March 11, 2016**

WHEREAS, Tri-City Ambulance Service (hereinafter Tri-City), formed by intergovernmental agreement dated May 14, 1985, has a duly selected Board of Directors charged with the review and approval of an annual operating budget, and;

WHEREAS, the Board of Directors has reviewed and approved the operating budget for the period of May 1, 2016 through April 30, 2017 in the manner set forth in the intergovernmental agreement dated May 14, 1985, and;

WHEREAS, a copy of said budget document is attached hereto and a made a part hereof, and;

WHEREAS, the City of St. Charles is Lead Agency and must, as Lead Agency for Tri-City, include said budget document as part of the municipal budget for the City of St. Charles for the same period;

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of Tri-City Ambulance Service that the City of St. Charles, as Lead Agency, is authorized and directed to include the approved budget document for the period of May 1, 2016 through April 30, 2017 within the municipal budget of the City of St. Charles, Kane and DuPage Counties, Illinois, for and on behalf of Tri-City.

Dated this 11 day of March, 2016.

BY: Jeffrey D. Schell TEST: Ronald Engin
Chairman Secretary

Ayes 5
Nays 0
Absent 3

Proposed Tri City Ambulance Budget for FY 16/17

Account	Description	2015/2016	2016/17	Change %
51400	Travel Expense	\$ 6,000	\$ 6,180	3%
51300	Training Fees, Tuition	\$ 5,500	\$ 5,665	3%
52000	Office Supplies	\$ 290	\$ 290	0%
54250	Software	\$ 1,591	\$ 1,639	3%
52400	Chemicals	\$ 282	\$ 291	3%
52400	Gas, Oil, Antifreeze	\$ 39,978	\$ 41,177	3%
55202	Regulatory Supplies	\$ 290	\$ 299	3%
52310	Small Equipment & Hardware	\$ 15,470	\$ 15,934	3%
52303	Medical Supplies	\$ 19,055	\$ 19,627	3%
52402	Parts, Fittings-Motor Vehicles	\$ 15,531	\$ 15,996	3%
52314	Parts, Fittings-Other Equipment	\$ 2,283	\$ 2,352	3%
52319	Supplies, Not Classified	\$ 281	\$ 289	3%
	Commodities	\$ 106,552	\$ 109,739	
54135	Collection Services	\$ 15,700	\$ 15,700	0%
54110	Legal	\$ 4,017	\$ 4,138	3%
54189	Professional Service	\$ 153,566	\$ 153,566	0%
54482	Maintenance Auto Equipment	\$ 38,245	\$ 63,000	65%
54467	Maintenance-Other Equipment	\$ 12,490	\$ 12,865	3%
54350	Tri-Com	\$ 136,326	\$ 142,112	4%
54001	Monthly Cell Phone Expense	\$ 10,000	\$ 9,000	-11%
54500	Postage & Freight	\$ 1,126	\$ 1,126	0%
54513	Rentals	\$ -	\$ -	
54520	Printing and Binding	\$ 1,400	\$ 1,400	0%
54355	Contractua Field Personnel	\$ 2,429,326	\$ 2,453,619	1%
54399	Administrator	\$ 50,753	\$ 50,753	0%
	Contractual	\$ 2,852,949	\$ 2,907,278	1.87%
	write off assumption			
55400	Inventory - Carrying Charge			
55411	Bad Debt-Geneva	\$ 108,815	\$ 116,747	6.79%
55421	Medicare: Medicaid W/O -Gen	\$ 98,288	\$ 185,648	47.06%
55410	Bad Debt- Batavia	\$ 239,418	\$ 168,138	-42.39%
55420	Medicare: Medicaid W/O -Bat	\$ 217,627	\$ 415,307	47.60%
55401	Inventory- Overhead	\$ -	\$ -	
55412	Bad Debt-St. Charles	\$ 263,182	\$ 305,731	13.92%
55422	Medicare: Medicaid W/O St.C	\$ 232,825	\$ 428,135	45.62%
	Misc. Expense	\$ 1,160,155	\$ 1,619,706	28.37%
56004	Data Processing Equipment	\$ 7,000	\$ 7,000	
56099	Capital Expense N/C	\$ 60,000	\$ 10,000	
	Capital Replacement Fund	\$ -	\$ 50,000	
56005	Ambulance Replacement	\$ -	\$ 255,725	
	Capital	\$ 60,000	\$ 315,725	
	TOTAL EXPENDITURES	\$ 4,179,656	\$ 4,636,724	9.86%
	Revenue increase assumption			
45320	Ambulance Service - St. Charles	\$ 1,386,738	\$ 1,467,252	
45321	Ambulance Service - Geneva	\$ 617,330	\$ 666,933	
45322	Ambulance Service - Batavia	\$ 1,141,842	\$ 1,200,479	
		\$ 3,145,910	\$ 3,334,665	5.66%
	Recovery assumption			
46220	Recovery of Bad Debts St. Chas.	\$ 23,357	\$ 23,357	
46221	Recovery of Bad Debts Geneva	\$ 10,032	\$ 10,032	
46222	Recovery of Bad Debts Batavia	\$ 14,146	\$ 14,146	
46204	Finance Charges			
47199	Interest			
	TOTAL RECOVERY ASSUMPTION	\$ 47,535	\$ 47,535	
	TOTAL REVENUE	\$ 3,193,445	\$ 3,382,200	
44403	DUE FROM PARTICIPATING MEMBERS	\$ 986,211	\$1,254,524	9.60%
	SPEND DOWN FROM RESERVE	\$ 100,000	\$ 300,000	
		\$ 886,211	\$ 954,524	7.16%
		\$ (86,804)		

TCA PROPOSED CONTRIBUTIONS FY 16/17

PROJECTED CONTRIBUTION FY 15/16

<u>Agency</u>	<u>%</u>	<u>Assessment</u>
Batavia	0.35	\$ 310,174
St. Charles	0.35	\$ 310,174
Geneva	0.27	\$ 239,277
Geneva Townsl	0.0075	\$ 6,647
Batavia FPD	0.0225	\$ 19,940

PROJECTED CONTRIBUTION FY 16/17

<u>Agency</u>	<u>%</u>	
Batavia	0.35	\$ 334,083
St. Charles	0.35	\$ 334,083
Geneva	0.27	\$ 257,721
Geneva Townsl	0.0075	\$ 7,158.93
Batavia FPD	0.0225	\$ 21,477
		<u>954,524</u>



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to approve a Resolution Authorizing The City Of St. Charles, As Lead Agency, To Execute An Agreement Between Tri-City Ambulance And Paramedic Services of Illinois, Inc. For Paramedic Services On Behalf Of Tri-City Ambulance Service
Presenter:	Fire Chief Joe Schelstreet

Please check appropriate box:

	Government Operations	X	Government Services 03.28.16
	Planning & Development		City Council

Estimated Cost:	\$2,453,619.00	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

On March 11, 2016, the Tri-City Ambulance Service Board of Directors approved Resolution 2016-02 authorizing the City of St. Charles, as lead agency, to enter into a service contract with Paramedic Services of Illinois, Inc. to provide paramedic services for Fiscal Year 2016/2017. The current five-year contract for paramedic staffing which was approved on March 9, 2012 provides an annual renewal option with an increase of 1 % for a total of \$2,453,619.00. This is the fourth renewal of the original contract.

Attachments: *(please list)*

* TCA Resolution 2016-02

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve a Resolution Authorizing The City Of St. Charles, As Lead Agency, To Execute An Agreement Between Tri-City Ambulance And Paramedic Services of Illinois, Inc. For Paramedic Services On Behalf Of Tri-City Ambulance Service.

<i>For office use only:</i>	<i>Agenda Item Number: 6.b</i>
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**Tri-City Ambulance
Resolution No. 2016-02**

**A Resolution of Tri-City Ambulance Service Board of Directors
Authorizing The City of St. Charles, As Lead Agency for Tri-City, To
Execute an Agreement for Paramedic Services, for and on Behalf of Tri-
City Ambulance Service.**

**Presented & Passed by the
Tri-City Ambulance Board of Directors on March 11, 2016**

WHEREAS, Tri-City Ambulance Service (hereinafter Tri-City), formed by intergovernmental agreement dated May 14, 1985, has a duly selected Board of Directors, and;

WHEREAS, Tri-City finds that an Agreement for Paramedic Services with Paramedic Services of Illinois, Inc., an Illinois corporation, is in the best interests of Tri-City, and;

WHEREAS, Tri-City has successfully negotiated an agreement with Paramedic Services of Illinois, Inc. that includes an annual renewal clause for the life of the agreement (copy attached);

NOW BE IT THEREFORE RESOLVED, by the Board of Directors of Tri-City Ambulance Service that the City of St. Charles, as lead agency for Tri-City, is hereby authorized to execute the third renewal of said Agreement for Paramedic Services between Tri-City and Paramedic Services of Illinois, Inc., an Illinois corporation, for the period of May 1, 2016 through April 30, 2017 with the increase as outlined in the renewal schedule pursuant to the budgeting approved therefore by Tri-City.

Dated this 11 day of March, 2016.

BY: Jeffrey D. Scheelke
Chairman
ATTEST: Ronald Engin
Secretary

Ayes 5
Nays 0
Absent 3

City of St. Charles, Illinois

Resolution No. _____

A Resolution Authorizing the City Of St. Charles, as Lead Agency, to Execute an Agreement for Paramedic Services with Paramedic Services of Illinois, Inc. on Behalf of Tri-City Ambulance Service

Presented & Passed by the City Council on _____

WHEREAS, the City of St. Charles is lead agency for Tri-City Ambulance Service, formed by intergovernmental agreement dated May 14, 1985, and;

WHEREAS, Tri-City Ambulance Service finds that an Agreement for Paramedic Services with Paramedic Services of Illinois, Inc., an Illinois corporation, is in the best interests of Tri-City Ambulance Service, and;

WHEREAS, under the current contract executed May 1, 2012 with Paramedic Services of Illinois, Inc. includes a renewal option to extend the agreement one year; and;

WHEREAS, Tri-City Ambulance Service Board of Directors' Resolution 2016-2, attached hereto, authorizes the City of St. Charles to act on its behalf,

NOW BE IT THEREFORE RESOLVED, by the City of St. Charles, as lead agency for Tri-City, to execute said Agreement for Paramedic Services between Tri-City and Paramedic Services of Illinois, Inc., an Illinois corporation, for the period of May 1, 2016 through April 30, 2017 pursuant to the budgeting approved therefore by Tri-City.

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.

Resolution No. _____

Page 2

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

Raymond P. Rogina, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve Award of Contract to Foster Coach for Purchase of Ambulance Replacement for Tri-City Ambulance
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Presenter:	Fire Chief Joe Schelstreet
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Please check appropriate box:

	Government Operations	X	Government Services 03.28.16
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$218,094.00	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

The Tri-City Ambulance Board of Directors, as part of the FY16/17 Tri-City Ambulance budget, approved the purchase of a replacement ambulance at the regular meeting March 11, 2016. The purchase of a 2016 Ford 550 Horton Ambulance from Foster Coach Sales, Inc. replacing a 2003 Ford F650 Ambulance currently stationed in Batavia. No other bids were secured since Foster Coach is an approved contractor in the Suburban Purchasing Cooperative with the Northwest Municipal Conference; this has been the practice of Tri-City Ambulance with previous ambulance purchases. The project bid includes the following:

- \$226,713.00 2016 Ford 550 Horton Ambulance
- \$ 3,000.00 Trade in 2003 Medtec Ambulance
- \$ - 6,548.00 Discount for complete prepayment
- \$ 929.00 Performance Bond
- \$218,094.00 Total project cost.

Attachments: *(please list)*

* Quote from Foster Coach

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve award of contract to Foster Coach for purchase of Ambulance Replacement for Tri-City Ambulance.

<i>For office use only:</i>	<i>Agenda Item Number: 6.c</i>
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FOSTER COACH SALES, INC.

903 Prosperity Drive Street P.O. Box 700
Sterling, Illinois 61081

Phone: (815) 625-3276
(800) 369-4215

Fax: (815) 625-7222

Web site: www.fostercoach.com

PF00734

QUOTATION

TO: TRI CITY AMBULANCE
112 N RIVERSIDE AVE
ST CHARLES, IL 60174

DATE: 03/02/16

ATTN: STEPHANIE HANSON

REFERENCE: NEW AMBULANCE

We are pleased to submit the following quotation in accordance with your request and subject to the Terms and Conditions listed below and on the reverse side hereof.

QTY.	DESCRIPTION	EACH	NET PRICE
1	2016 FORD F550 4X4 CHASSIS ON A CUSTOM HORTON CONVERSION PER CUSTOMER SPECIFICATIONS AND SPC CONTRACT #133	\$ 226,713.00	\$ 226,713.00
	OPTIONS		
	PREPAYMENT DISCOUNT Full amount due by May 16th 2016 in order to receive full discount	\$ -6,548.00	\$ -8,548.00
	PERFORMANCE BOND	\$ 929.00	\$ 929.00
	TRADE IN 2003 MEDTEC AMBULANCE No major mechanical issues or price subject to change	\$ -3,000.00	\$ -3,000.00
		\$ Total	\$ 218,094.00

ACCEPTED BY: Jeffery D. Shelton

TITLE: Chairman

Date: 3-11-16

ESTIMATED DELIVERY:
11 MONTHS DEPENDING ON CHASSIS

PROPOSED BY: P.J. Foster

P.J. FOSTER, VICE PRESIDENT OF SALES