

MINUTES
May 11, 2005
City Services Committee
City of Batavia

Chairman Volk called the meeting to order at 7:30 p.m.

1. ROLL CALL

Members present: Aldermen Volk, Vance, Wollnik, Dietz, and Frydendall

Members absent: Aldermen Barnard and Liva

Also present: Aldermen Schmitz, Sparks, Nelson, and Clark; Mayor Schielke (7:35 p.m.); Bill McGrath, City Administrator; John Noble, City Attorney; William Darin, Fire Chief; Noel Basquin, City Engineer; Karen Young, Staff Engineer; Steve Scheffel, Assistant City Engineer; Kathy Montanari, Recording Secretary

Volk announced that Item 6 would be removed from the agenda, since Street Superintendent Scott Haines was unable to attend the meeting.

2. APPROVAL OF MINUTES

None.

3. CHAIRMAN'S COMMENTS

Volk began the meeting with a brief review of his ideas and priorities as the new chairman of the City Services Committee. He explained how he hoped to keep committee meetings focused, while still hearing from all sides and taking the time to ensure work is done correctly. Volk indicated that staff should continue to move towards a paperless environment; staff is developing a standardized memo-naming convention for e-mails that should be implemented soon. He encouraged the use of "public folders" to avoid large e-mails. Volk said he supported the creation of more written policies and procedures, as they help to keep decisions consistent. Volk is also a proponent of ongoing training for all departments, especially public safety. The City must continue to keep up with changing technology. Volk said he favors the development of Batavia as a pedestrian/bicycle friendly community. This can be done by implementing improvements at the Island/Wilson intersection, using marked bike paths, preparing for bridge reconstruction, and expanding the new sidewalk program.

McGrath explained that Information Systems Coordinator Howard Chason was going to distribute a survey to City Council members to find out the kinds of information they need and their preferences for obtaining it. Chason will also be requesting data about their computer systems and internet providers. Volk said he wanted City distributions to be streamlined so they are more user friendly.

4. TRI-CITY AMBULANCE BOARD APPOINTMENT

Volk explained that the City Services Committee is responsible for appointing one member of the City Council to represent Batavia on the Tri-City Ambulance Board, along with the Mayor. Alderman Vance, as Vice-Chairman, has expressed interest in the position and is available to attend daytime meetings.

MOTION: To appoint Nancy Vance as the Tri-City Ambulance Board representative from the City of Batavia
MAKER: Wollnik
SECOND: Frydendall
VOICE VOTE: 5 Ayes, 0 Nays, Motion Carried

5. WILSON STREET PARKING LOT IMPROVEMENTS

Young explained that staff had been exploring ways to address parking issues in the downtown area. The City owns property at the intersection of Wilson Street/Route 25 and staff recommends that it be developed into a parking lot with 27 spaces. Existing sculptures could be maintained or relocated on site. Access must be maintained for existing property owners surrounding the proposed parking lot. There are also grade issues associated with the site, and a retaining wall will be needed along Route 25. The wall could be constructed of keystone or cast-in-place concrete with a decorative finish. A fence will be required on top of the retaining wall, due to its height. There will be three pedestrian access points. Staff hopes to create a showcase parking lot with enhanced landscaping to demonstrate what can be done in the downtown.

Young indicated that the parking lot would be constructed this year. Pavement installation would be done in the fall and landscaping would occur next spring.

Wollnik noted that the lot could be permanent or temporary, depending upon the outcome of the proposed Route 25 Jog Project. Basquin explained that the planned jog route would bisect the parking lot. Therefore, the City Council must consider the timing of that project and whether the lot should be developed on a more permanent basis with amenities, or as temporary lot. The enhancements will cost an additional \$25,000-30,000. Wollnik said the designation of the lot as permanent or temporary will also affect the decision about materials for the retaining wall. Basquin said certain materials could conceivably be removed and reused.

Dietz asked when the jog project might be built, and Mayor Schielke said he believed it would be at least 7-10 years away as it is not included on IDOT's 7-year plan.

McGrath explained that this is a difficult issue, since staff does not believe the City can tout downtown redevelopment, while putting in a parking lot with no amenities. He said the topography of the property is also challenging, as handicapped and vehicular access must be maintained. Another consideration is a large tree in the middle of the property; if it is retained, 4-5 spaces would be lost. However, the tree would probably not survive all the grading work.

McGrath indicated that bridge work would result in the loss of 40 on-street parking spaces and 60 spaces in the bank parking lot, which will be used as a staging area for bridge construction. Staff prefers to use rain pavers, rather than asphalt, if this is to be a permanent lot. The retaining wall represents a significant expense in the project; a poured concrete wall would be more costly. The additional cost for a concrete wall is approximately \$35,000. McGrath thought the committee should assume the lot would be in place at least eight years

and consider building it as a permanent lot. If the jog project does not occur, properties to the east of the lot could be candidates for redevelopment. If in the future there was a large redevelopment on the block, the parking lot could conceivably be removed so the lot could be part of that project.

Vance felt the cost was not as significant if it was spread over ten years. She asked if the trees could be moved, and Young said they were too large and most were not in good condition. Basquin explained that the root system would probably be damaged during construction.

Frydendall asked what the finished grade differential would be from east to west, and Young said it would be about six feet.

Mayor Schielke said community survey results showed that residents place a high priority on having a vibrant downtown. There are also a number of east side business owners who are concerned about the upcoming bridge reconstruction. If this lot is developed nicely, it will send a positive message that the City Council is committed to the downtown. The creation of new parking spaces may also convince businesses to remain during reconstruction. If the lot is built inexpensively, it contradicts the City's commitment to downtown vitality.

Nelson predicted the parking lot would still be in place in 15 years. He believed it would send a strong message, especially to the east side business owners, to do the project using high standards.

McGrath commented that the City typically discourages corner parking lots. However, if the lot remains for many years, it could provide support parking for smaller redevelopment projects in the area.

Nelson said area restaurants could make use of the parking lot, but he was concerned about people needing to cross busy streets to reach their destinations. McGrath responded that the immediate need for the lot relates to bridge reconstruction. The initial concept is to fill the lot with employees so customer spaces can be kept as close as possible to businesses. Nelson said this would still require pedestrian crossings, and McGrath acknowledged that the intersection is challenging due to the turning radii for right-turn movements. Basquin said the project would not affect the intersection's curb line. Nelson believed the lot would create additional pedestrian traffic and suggested that the crossings be addressed.

Volk indicated that the State was due to repave the adjacent section of Route 25. Basquin said the project was put out for bids, but none were received. It will be rebid in another month.

Clark asked if the art sculpture corner would remain, and Young said part of it would be kept. Clark thought retaining the sculpture area could save money on landscaping. Young indicated that artwork could be shifted on the site whenever possible. McGrath added that it wasn't possible to design around the art stop, but it did serve as an excellent buffer.

Mayor Schielke reported that the Historical Society Board of Directors would like to erect a small monument on the site to commemorate an historic event. In 1927, Charles Lindbergh

circled the intersection and dropped a parachute of information for the children of Mooseheart.

Volk felt the 27 parking spaces would be beneficial to area restaurants. He preferred to see the retaining wall be made of recyclable materials, as he believed the Route 25 project would be built. Volk said the project would provide an opportunity to show some creative engineering and set the standard for corner parking lots. He asked if the project had been included in the budget. McGrath said funds were budgeted based on a preliminary estimate of \$58,000, but more will be needed. This project could be included in the upcoming bond issue, since it is not truly related to economic development, and as such would not qualify for TIF funds.

Nelson asked if the basic cost for the lot could be assigned to the bridge bonds, so upgrades could be paid with sales tax bonds. McGrath said he'd have to look into this possibility, but the bond referendum should go primarily towards the bridge and related improvements. If there are remaining funds, they could conceivably be allocated to this project, as it is bridge related.

MOTION: To recommend to City Council approval of Resolution 05-38-R, Design Engineering Services Agreement for the Wilson Street and River Street (Route 25) Parking Lot, in an amount not to exceed \$46,055.00, with Christopher B. Burke Engineering West, Ltd.

MAKER: Vance

SECOND: Wollnik

ROLL CALL:

Ayes: Volk, Vance, Wollnik, and Frydendall

Nays: Dietz

4 Ayes, 1 Nay, Motion Carried

Frydendall asked what the total cost of the parking lot would be, and Volk said it was estimated at \$250,000-350,000.

Vance felt it made sense to pay for the parking lot from bridge bonds. She preferred to use the sales tax funds for fire station improvements. McGrath indicated that the referendum proceeds will allow the City to proceed with the fire station projects, but those funds also create a revenue stream that can be used for infrastructure. After the fire stations improvements are paid, the revenue is to be used for streets and parking lots. In view of rising interest rates, McGrath said he preferred to include the cost in a bond now and finance the project at a lower cost. Vance wanted to ensure that the public is aware that the fire stations are the highest priority and this is not the reason the referendum was held.

Dietz asked if it would be possible to stage bridge construction in another location. McGrath responded that the bridge engineers recommended the staging area be located as close as possible to the work area and river. If this property was used, it would have a severe impact on Route 25 traffic, so that option was discarded. The staging area will house contractor trailers and a great deal of construction equipment. Vance thought the proposed staging location seemed to be the least disruptive to businesses and traffic. McGrath said the bank

drive-through and restaurant access must be kept open, so the entire parking lot will not be used.

Frydendall commented that engineering costs seemed to be higher than usual. Basquin said this related to essential design tasks that must be completed for any parking lot, regardless of size. Frydendall commented that it was difficult to envision a six-foot wall three feet from the sidewalk. McGrath noted that a landscape designer would be used as subcontractor. Young responded that tiering was considered, but it would result in the loss of many parking spaces. Staff will attempt to lower the site as much as possible, but access must be maintained.

Dietz asked if this was the maximum number of spaces for the amount of square footage, and Young said yes—without losing the sculpture area and maintaining access to the adjoining sites.

Basquin requested input from the committee regarding the materials for the retaining wall. Volk preferred to use keystone, as it could be recycled elsewhere.

Nelson asked if it would be cost effective to reuse the keystones. He felt an advantage of using pre-cast concrete was that artwork could be cast into the wall. Recycling is a good idea, but the cost of doing so should be taken into consideration. McGrath asked if Hitchcock and Associates, the landscape subcontractor, could present options for the wall at a future meeting.

Volk suggested that the committee be given a mid-course update during the design stage. He concluded that the committee consensus was that the parking lot should be aesthetically pleasing, since it will be a feature in the downtown for many years.

Dietz said he was concerned about spending \$250,000 for the parking lot. He asked how much the lot would be affected by bridge construction. Basquin said the lot should not have any collateral damage from construction machinery. Dietz asked what a gravel lot would cost, and Basquin said gravel lots are not permitted in the City Code on a permanent basis.

Vance commented that businesses have been asked to invest in the revitalization of the downtown, and the City Council has placed a priority on it. She felt it would send a negative message to build a lower-quality lot.

Frydendall pointed out that the retaining wall was the primary cost for the lot, not the surface itself.

6. ORDINANCE 05-22: AMENDING MUNICIPAL CODE REGARDING CEMETERY

Removed.

7. RESOLUTION 05-37-R: AGREEMENT FOR ARCHITECTURAL SERVICES FOR FIRE STATION RENOVATIONS

McGrath reviewed his May 9, 2005 memo. The project was initiated in 1999 as a renovation to the east side fire station. It had been found that key building elements were beginning to

fail, and the City Council decided to stabilize the exterior. Kluber Associated was hired and developed a plan to reface the exterior of the station with a masonry material. The long-term prognosis for the stations, as well as growth of the community, led to the commissioning of a facilities study of each station.

The primary design issue now is whether ESDA operations should be part of the west side facility, if there should be an east side training facility, or if it should be combined with an EOC (Emergency Operations Center) facility on the west side. Since the first attempt for Home Rule status was unsuccessful, the City could not issue bonds for construction and there was a hiatus on the project. In the meantime, the architects and several aldermen visited area fire stations for ideas.

The community has now passed a referendum that will allow the project to proceed, and the next step is to design and construct the stations. The City is pleased with the previous work of Kluber, Skahan and Associates, which has a good repeat business from area public entities. The proposed contract contains a flat fee and is close to the standard 7.5% of estimated costs fee. Attorney Noble reviewed the contract and recommended an increase for insurance coverage. This firm also offers construction management services, and this was discussed briefly at a previous meeting. However, there were questions about the issue of whether the design firm should also provide construction services. Therefore, the proposed contract covers architectural services only, and staff will return in 1-2 months to discuss construction management issues. This decision must be made soon, as it will affect the timetable for the plans.

McGrath explained that the schedule was pushed back since the City had to wait for referendum results before proceeding. Initially, it was hoped the buildings could be under roof before winter, but construction is now anticipated to begin in March 2006.

Vance asked about the firm's experience in this area. McGrath said two architectural firms were interviewed before Kluber, Skahan & Associates was hired. Chris Hansen, architect with Kluber, Skahan & Associates, indicated that the firm previously designed one local fire station and he had designed another while at his former firm. McGrath acknowledged that some people may feel it is better to select a firm that specializes in fire stations, but he felt that label was not always meaningful. He and Chief Darin checked the firm's references and heard no complaints, other than minor issues concerning an HVAC system that are not applicable to these stations. McGrath said Darin also told him that fire stations are not required to be extremely specialized. When contacted, references reported the jobs were finished with minimal change orders, which is an important consideration for the City.

Vance asked about the make-up of the team involved in the design process. McGrath said the next stage of the process is for the architects to find out from aldermen what elements they believe are important to the community. The committee would consist of 3-4 firefighters, the chief, Howard Chason of Information Systems, ESDA Director Jeff Glaser (if applicable), and a few other City employees. If the employee committee suggests anything at odds with previous discussions, the issue will be taken to the City Services Committee.

Clark asked if the project had to go through the design review process. McGrath said this would be the typical process, but both projects must be reviewed as planned developments,

which includes design review. A meeting has already been held with east side neighbors, who expressed concern about access to Cottonwood Circle and the parking lot. The access point has been removed from concept plans and further discussions will be held, depending upon the location of the training room.

Vance asked if the public would have access to the training room, and McGrath said the current concept plans show the training room at the east side fire station. If possible, it will be available for public use. Feedback from neighbors and the potential benefits of combining the training room with an EOC may lead to a discussion about locating it on the west side. Chief Darin has previously indicated that the room does not have to be located near administrative offices. McGrath said he was interested in using the room for City-wide training, as well. The Mayor has also voiced support for a space that will be accessible to small groups touring the facility. Security issues will be an important design factor. McGrath said he wants to have as many uses for the training room as possible, as long as security can be maintained.

Vance asked for a review of the fire station tours and asked if more could be scheduled. Volk said he would be interested in spending a day touring stations. Darin indicated the Mayor had visited stations, but no aldermen had been in that group. Darin said the Glendale Heights (Glenside Fire Protection District) fire station was the closest match with plans for the east side station. Other stations that received favorable comments were Algonquin, West Dundee, Glenside, and Geneva. McGrath will provide a list of possible dates at the next City Council meeting so the tours can be scheduled. Vance requested that all City Council members be included in the tours.

Dietz asked about the status of the relocation of ESDA operations. McGrath said he met with ESDA Director Jeff Glaser earlier that day to discuss how that group would fit into the City's organizational structure. A meeting will also be set up with the Mayor, who appoints the ESDA Director. Following that, staff will prepare a recommendation on possible structural changes.

Dietz then asked how ESDA fit into the building plans. McGrath said ESDA is currently housed in a City-owned building on South Shumway. A decision was made as part of the cross-town water main project to protect the riverfront and add as little equipment as possible to that area. Pumps were located inside the ESDA building, and a generator will also be enclosed. ESDA continues to use its operations room in the building, but vehicles are located across the street. If the Shumway Foundry is redeveloped, this may no longer be an appropriate location for ESDA. The primary work the group provides is weather watching, which is to the west. If riverfront redevelopment occurs, ESDA could be permanently relocated from the building and it could be reduced in size. Many ideas have been mentioned about potential sites, including the west side station. However, this was not practical because there is not another suitable location for a new fire station. The Mayor suggested looking into the possibility of storing equipment in the base of the new water towers, one of which is being built adjacent to the west side fire station. However, it is more expensive to build second-story office facilities inside a tower than to add onto an existing station. Bids have been let for the water towers, and the type will be selected shortly so that discussion is forthcoming. McGrath said it may be advantageous to house a combined training room/emergency operations center in a basement area, as this would be more

secure during severe weather. The fire stations are also manned on a 24-hour basis, which allows for cross training. As a side note, McGrath suggested that a video monitor might be placed on top of the water to assist with weather spotting.

Dietz asked if the only down side of having another west side fire station was location. McGrath said the City's ESDA operation did not merit ownership and operation of an entire building of that size. The fire station can be improved to fulfill all the permanent needs of the community. Lastly, there is no other good location for another fire station as long as no connection exists near the high school between Wilson and Main Streets.

Vance asked if the Siemens property had been considered as a fire station site. Mayor Schielke said the land cost would be much higher, and if the station is moved farther north, there may be complaints about increased response times. The station in its current location is ideally located in terms of the area it must serve. Volk thought there would also be noise complaints if the station was moved closer to a residential neighborhood. McGrath said staff considered other locations, but none would be as effective as the existing station.

Volk indicated the cost for architectural services would be \$366,667.00. McGrath added that incidentals (blueprints, etc.) would add another \$12,500.00, and outside civil engineering is estimated at \$25,000. Noble said a new section would be added to the agreement to cover insurance issues.

McGrath reviewed fees for other fire stations and found these to be comparable. In cases where fees were less, they related to new facilities and did not include costs to keep stations operational during construction.

Dietz asked if the costs were close to the anticipated amount used for the bond referendum, and McGrath said the estimate was unchanged from October 2004. Mayor Schielke said replacement for the siding at the east side station was budgeted three different times, but that project never went forward. Darin commented that the architectural fees were fixed rather than on a percentage basis, so they will not increase if construction costs are higher.

McGrath felt cost estimates appeared to be at the low end of per square foot costs for area fire stations.

Dietz asked if the \$366,667.00 fee would cover costs from inception to dedication, and McGrath said yes—without construction management services, which is not part of this agreement.

MOTION: To recommend to City Council approval of Resolution 05-37-R,
Agreement for Architectural Services with Kluber, Skahan & Associates
MAKER: Vance
SECOND: Wollnik
ROLL CALL:
Ayes: Volk, Vance, Wollnik, Dietz, and Frydendall
Nays: None
5 Ayes, 0 Nays, Motion Carried

8. OTHER

A. Paid-on-call Hirings

Volk announced that new paid-on-call firefighters would be appointed at the next City Council meeting. Darin said the addition of these individuals would not increase the City's costs, except for equipment and uniform expenses.

B. National Pollution Discharge Elimination System: Status Update

Scheffel explained that the National Pollution Discharge Elimination System was created to regulate large industrial discharges into waterways of large cities. After attention shifted to smaller communities, Batavia was required in 2003 to file a notice of intent to the EPA on its plans to clean storm water discharge. There were six minimum control measures the City was asked to respond to, two of which concerned public involvement. A local citizens' group was asked to assist with public education efforts. There have been several river clean-ups, a focus on developments with respect to storm water impairment, and increased awareness of streams through use of identification signs.

C. Recognition of Fire Department

Vance reported that Provena Mercy Medical Center recognizes excellence in pre-hospital care on a monthly basis. Batavia was chosen as a "run of the month" for a call in which the patient was saved. Chief Darin said the personnel involved in this case had also received recognition from the department.

9. ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 8:55 p.m.

Minutes recorded by
Kathy Montanari