



*Our Mission: To foster an environment of economic growth and opportunity through effective partnerships with our citizens, businesses, and visitors while maintaining a high standard for quality of life in a progressive community which embraces its heritage.*

**City of Oregon Council Agenda,  
Tuesday May 28<sup>th</sup>, 2024, 5:30 P.M.  
115 N 3<sup>rd</sup> Street**

**Public Option: Join Meeting via Zoom**

**Meeting ID: 889 6823 9685**

**Passcode: 239691**

**One tap mobile**

**+13126266799**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PRESENTATIONS**
5. **PUBLIC COMMENT**
6. **APPROVAL OF MINUTES**
7. **APPROVAL OF WARRANTS AND PAYROLL**
8. **BUSINESS ITEMS**
  - a. **Motion authorizing the City Manager to execute the contract for Constellation Bid for 36 Months at .04286 for Street Lighting.**
  - b. **Motion authorizing the City Manager to execute the contract for Constellation Bid for 36 Months at .05888 for Pumping accounts.**
  - c. **Approve Capital Improvement Plan**
  - d. **Discuss Options for Residential Curbside Waste Collection Program (Garbage Contract)**
  - e. **Motion to Authorize City Manager to issue an RFP for Residential Curbside Waste Collection Program**
9. **PROCLAMATIONS, COMMENDATIONS, ETC**

The City of Oregon, in compliance with the Americans with Disabilities Act, requests that persons with disabilities, who require certain accommodations to allow them to observe and/or participate in the meeting(s) or have questions about the accessibility of the meeting(s) or facilities, contact the City Manager Darin DeHaan at 815-732-6321 at least 24 hours before a scheduled meeting to allow the City to make reasonable accommodations for these persons.

## 10. DISCUSSION ITEMS

- a. **Ordinance 2024-006 Updating the Street Vendor provision of the Oregon City Code**

## 11. COMMITTEE REPORTS

- a. PLANNING
- b. ECONOMIC AND COMMUNITY DEVELOPMENT
- c. FINANCE
- d. SUSTAINABILITY
- e. TREE BOARD
- f. PUBLIC ART COMMISSION
- g. OTHER

## 12. DEPARTMENT AND OFFICER REPORTS

- a. POLICE
- b. PUBLIC WORKS
- c. CITY CLERK
- d. CITY ATTORNEY
- e. CITY MANAGER

## 13. COUNCIL REPORTS

- a. MEMBER WILSON
- b. MEMBER SCHUSTER
- c. MEMBER COZZI
- d. MEMBER KRUG
- e. MAYOR WILLIAMS

## 14. EXECUTIVE SESSION

## 15. ADJOURNMENT

A portion of the meeting maybe closed to the Public, immediately as permitted by 5 ILCS 120/2 (c) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the City of Oregon, and as permitted by 5 ILCS 102/2 (c)(11) to discuss litigation against, affecting, or on behalf of the City which has been filed and is pending in a court or administrative tribunal of which is imminent and as permitted by 5 ILCS (c)(21) to review and approve closed session minutes and as permitted by 5 ILCS 120/2 (c) 2 Collective negotiating matters. **Possible action after executive session**

COUNCIL MEETING MINUTES  
Tuesday May 14<sup>th</sup>, 2024, 5:30 P.M.  
City Hall Council Chambers  
115 N 3<sup>rd</sup> Street

The Council of the City of Oregon met Tuesday May 14<sup>th</sup>, 2024, at 5:30 P.M.

The meeting was held at the City Hall Council Chambers and on Zoom.

Present: Mayor Ken Williams  
Council Member Melanie Cozzi  
Council Member Tim Krug  
Council Member Terry Schuster  
Council Member Kurt Wilson  
City Manager Darin DeHaan  
City Attorney Paul Chadwick  
Deputy Chief of Police Matt Kalnins  
City Clerk Cheryl Hilton

Also Present: Bill Covell.

Mayor Ken Williams called the meeting to order at 5:30pm.

Council Member Melanie Cozzi started the pledge of allegiance.

Council Members Cozzi, Krug, Schuster, Wilson, and Mayor Williams answered roll call. A quorum was present.

**Proclamations, Commendations, Etc.**

None.

**Presentation**

None.

**Public Comment**

None.

**Approval of Minutes**

Council Member Kurt Wilson moved to approve the April 23<sup>rd</sup>, 2024, minutes, Seconded by Council Member Tim Krug.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

**Approval of Warrants & Payroll**

Council Member Tim Krug moved to approve payroll in the amount of \$59,063.08 and the current warrants as listed:

Advanced Automation & Controls	\$1,320.00
Anthem Excavation & Demolition, Inc	\$96,000.00
Blue Cross Blue Shield	\$16,673.50
Butitta Bros Automotive - Oregon	\$1,068.09
Cintas	\$111.24
City of Oregon	\$12,962.00

Coliseum Museum Art, Antiques & Americana	\$6,848.40
Comcast	\$248.57
Comcast	\$797.12
Conserv FS	\$434.90
Constellation	\$1,236.36
Ecolab	\$157.04
Ehmen	\$390.75
eLineup LLC	\$600.00
Envision Healthcare	\$193.00
Euclid Managers	\$1,632.02
Fidelity Security Life Insurance	\$159.36
Fischer's	\$246.09
Frontier	\$90.74
Frontier	\$117.58
Galls LLC	\$135.99
Hach Company	\$1,998.57
Hometown Auto Repair, LLC	\$96.92
Illinois EPA	\$13,033.06
James Taylor	\$320.00
Jordan Plock	\$69.98
Kunes Country Auto Group	\$86.86
Liz Hiemstra	\$571.43
Liz Hiemstra	\$571.43
Martin and Company	\$24,960.00
MCS	\$145.00
Maxon's	\$2,535.72
Menards	\$55.70
MGT of America Consulting	\$1,400.00
NAPA	\$490.27
Nicor	\$274.23
Old National Bank	\$1,925.60
Oregon Park District	\$1,000.00
Oregon SuperValu	\$19.99
Quill	\$201.12
Quill	\$310.49
Region 1 Planning Council	\$2,018.75
Region 1 Planning Council	\$2,500.00
Republic Services #721	\$68.00
Republic Services #721	\$20,191.03
Rush Power Systems	\$2,086.92
Scott Wallace	\$68.26
Snyders	\$205.01
Standard Equipment Co	\$3,210.06
Subway	\$169.80
Sundog IT	\$3,923.89
The Police and Sheriffs Press	\$141.10
Visa	\$653.65
Water Solutions Unlimited	\$2,520.00
Willett Hofmann & Assoc	\$474.00
Wipfli	\$1,000.00



Zoro Tools, Inc

\$289.94

**\$231,009.53**

Seconded by Council Member Kurt Wilson.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

### **Business Items**

Council Member Terry Schuster moved to approve to Award the Bid of \$107,174.00 to O'Brien Civil Works, Inc. for the Downtown Streetscape Project – along Washington Street between 4<sup>th</sup> Street and 5<sup>th</sup> Street, Seconded by Council Member Tim Krug.

**Discussion:** City Manager Darin DeHaan said this is the last section to have the streetscape done. The project includes curb and gutter, sidewalk, and pavement removal and replacement. The drive at the Sarah Phelps Plaza will be removed, creating two more parking spaces on Washington Street. The project is estimated to take two weeks to complete. Business owners will be notified before the project begins.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Council Member Melanie Cozzi moved to approve Resolution 2024-04 Protecting the 1% Grocery Tax, Seconded by Council Member Terry Schuster.

**Discussion:** Council Member Terry Schuster said this resolution shows the city's position on the 1% grocery tax. Mayor Ken Williams stated the potential loss for the city would be around forty-two to forty-three thousand dollars per year. He said he understands the rationale for the state taking away the tax, however the state gets the credit for taking away the tax. City Manager Darin DeHaan said there would be an option to pass a referendum to put a local 1% tax back on groceries. The revenue would still be collected at the state level, the state would take a fee for the collection, and then send the local municipality the remainder of the collected tax. Council Member Terry Schuster asked what a typical grocery bill for a family of four is and what the impact would be on these households. Mayor Ken Williams said the resolution does not mean the city intends on putting a local 1% tax back in. City Manager Darin DeHaan said as the budget is prepared, the impact will be looked at and where the budget can be cut accordingly. The resolution is just to show the City Council's support in keeping the 1% tax in the state budget. Council Member Terry Schuster said the loss of forty-three thousand dollars is substantial for the city budget.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Council Member Tim Krug moved to approve Ordinance 2024-005 Authorizing the City of Oregon to Join the Illinois Public Works Mutual Aid Network IPWMAN, Seconded by Council Member Kurt Wilson.

**Discussion:** City Manager Darin DeHaan said coming from a law enforcement background, he began looking into mutual aid agreements to respond to major events after 911. He felt something similar to law enforcement mutual aid could be done for public works. The IPWMAN organization manages the entire mutual aid process. Mayor Williams has spoken to the Mayors of surrounding communities such as Byron, Mt. Morris, Polo, and Stillman Valley. Those communities are also looking at joining this

organization. Each community will provide a list of resources that could be used for mutual aid. For the first five days, the city would cover the cost of the mutual aid. If the emergency becomes a state level emergency, costs for those services could be reimbursed by IEMA or FEMA. This allows for the communities to share resources and help our neighbors.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Council Member Tim Krug moved to approve Ordinance 2024-004 Authorizing the City of Oregon to Purchase Real Estate – Abandoned BNSF Railway – 400 Blk South 1<sup>st</sup> Street, Seconded by Council Member Kurt Wilson.

**Discussion:** City Manager Darin DeHaan stated the property being purchased from the railroad runs through the street department lot. Bill Covell stated the abandoned railroad tracks are still there. If approved, the ordinance will be published in the paper and the process will begin to allow for petitions and public comments to be made.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

### **Discussion Items**

**Capital Improvement Plan** – City Manager Darin DeHaan asked the City Council to review the list of projects to be included in the Capital Improvement Plan. He said the City received a grant through Blackhawk Regional Council that paid for the ArcGIS software that is being used to create the plan. He asked them to think about projects that need to be added to the plan, such as adding sidewalks on Pines Road and the drainage issues on the east side of Oregon. The plan helps the city begin to prepare for future costs. Mayor Ken Williams said projects that are essential to city services are the highest priority.

**Funding Level for Continuation of Mural Grant Program** – City Manager Darin DeHaan said he currently knows of two mural requests. Previously, ARPA funds were used to create funding for murals. He asked the City Council if they would like to continue the program. Mayor Ken Williams stated he believes the murals are worthwhile in the community and he would like to see the program continue.

### **Committee Reports**

**Finance:** Work continues on the fiscal year budget.

**Sustainability:** The entire Sustainability Plan has been created. Public engagement events are being scheduled. There will be an informational booth at the River's Edge Farmer' Market on June 13<sup>th</sup> and 20<sup>th</sup> and a public input meeting is coming up.

**Tree Board:** The tree signs have been ordered and the Arbor Day event is being planned. Tree diapers have been ordered to help with watering newly planted trees.

**Other:** Contracts for the Farmer's Market Manager, Liz Hiemstra and On-Site Market Coordinator Taryn Bradley, have been signed.

### **Department Reports**

**Deputy Chief of Police:** Deputy Chief Kalnins thanked City Manager Darin DeHaan for registering the department for the Bike and Roll to school event. He said the students really enjoyed the event. Approximately twenty to twenty-five students participated.

Deputy Chief Kalnins also thanked surrounding police departments for helping city police officers. He also thanked the city police officers for doing a great job.

**Public Works:** Bill Covell said the department is attending training for flagging certification. They are also working at the Sarah Phelps Plaza and preparing to install new poles and flags downtown for Memorial Day.

**City Manager Darin DeHaan:** City Manager Darin DeHaan thanked the police department for their service and Deputy Chief Kalnins for his leadership.

### Council Reports

**Council Member Terry Schuster:** He is going to be meeting with Council Member Melanie Cozzi to discuss the placement of additional bicycle racks. City Manager Darin DeHaan said he spoke with Erin Folk at the Oregon Park District, and she would like to participate and help with the project.

**Council Member Melanie Cozzi:** She thanked the Oregon Elementary School for sharing the Link Match flyer with families in the school district.

**Mayor Ken Williams:** Thanked everyone for putting their fingerprint on the city and he appreciates their perspective.

Council Member Kurt Wilson moved to go into Executive Session to discuss employment of specific employees at 6:11 pm, Seconded by Council Member Tim Krug.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Council Member Kurt Wilson moved to adjourn the meeting, Seconded by Council Member Tim Krug.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Adjourn: 6:14 P.M.

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Ken Williams, Mayor

Attest: \_\_\_\_\_  
Cheryl Hilton, City Clerk



May 28, 2024

Payroll in amount \$58,156.54

Ace Hardware & Outdoor Center	\$1,540.18
AEP Energy	\$5,743.79
Altec Industries, Inc	\$749.75
Ancel Glink, P.C.	\$840.00
Black Diamond Plumbing & Mechancial Inc	\$11,109.00
Blue Cross Blue Shield	\$16,673.50
Butitta Bros. Automotive - Oregon	\$643.08
Caspers Home Inspection LLC	\$1,550.00
City of Oregon	\$5,000.00
Comcast	\$797.12
Comcast	\$846.19
ComEd	\$235.73
ComEd	\$494.21
Constellation	\$7,542.53
Dan Flanagan	\$1,475.00
Euclid Managers	\$1,632.02
Fehr Graham	\$2,251.19
Fehr Graham	\$12,500.00
Ferguson Waterworks #2516	\$3,373.50
Freeport Industrial Roofing	\$87,775.00
Frontier	\$90.74
Hackbarth Truck and Equipment	\$370.00
Hawkins, Inc	\$2,499.24
Helm Civil	\$281.00
Highstar Traffic	\$4,254.90
Hometown Auto Repair	\$188.70
Illinois Public Works Mutual Aid Network	\$100.00
Johnson Oil	\$514.93
Ken Williams	\$25.00
Kurt Wilson	\$25.00
LAI, LLC	\$11,072.70
Lands' End Business Outfitters	\$29.00
Liz Hiemstra	\$571.43
Manheim Solutions	\$2,592.00
MCS Advertising	\$125.00
Menards	\$319.49
Nicor	\$133.16
No Stone Unturned Crystals & More, LLC	\$225.00
Ogle County Clerk and Recorder	\$60.00
Ogle County Collector	\$836.10
Polo Cooperative Association	\$3,693.75
Postmaster	\$739.88
Quill	\$277.02
Rogers Ready Mix	\$1,644.00
Stillman BancCorp	\$2,036.03



Sun Life Financial	\$401.08
Taryn Bradley	\$250.00
Terry Schuster	\$25.00
Verizon	\$528.61
Village of Progress	\$1,280.00
Visa	\$970.22
Visa	\$2,033.40
Visa	\$2,427.15
White Pine Mercantile, LLC	\$395.00
	<b>\$203,786.32</b>

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City Manager



**Rock River Energy Services Company**  
**2047 S. IL Route 2**  
**Oregon, IL 61061**

**July 2024 Start**

**January 8, 2024**  
**City of Oregon-Street Lighting**  
**115 N 3rs St.**  
**Oregon, IL 61061**

				Current Est. Annual Cost	
<b>Current Energy Supply Contract: Constellation-July 2020-July 2024</b>					
<b>Original Contracted Rate*:</b>	<b>0.02578</b>	<b>Per kWh</b>	<b>\$</b>	<b>4,335.89</b>	

<b>Fixed "ALL INCLUSIVE" Cost Comparison:</b>					
Price includes Cost of Energy, Transmission Service Charges, Capacity Charges, Ancillary Service and PJM Charges, and Distribution and Transmission Losses.					
<b>Does not include ComEd delivery or Taxes.</b>					
Estimated Term kWh Consumption	12 Months	24 Months	36 Months	48 Months	60 Months
Usage	168,188	336,376	504,564	672,752	840,940

<b>Constellation</b>					
Alternative Supplier Rate:	0.04161	0.04216	0.04286	0.04350	0.04479
Est. Annual Fixed Energy Cost:	\$ 6,998.30	\$ 7,090.81	\$ 7,208.54	\$ 7,316.18	\$ 7,533.14

<b>Dynegy Energy</b>					
Alternative Supplier Rate:	0.04545	0.04612	0.04691	0.04807	N/A
Est. Annual Fixed Energy Cost:	\$ 7,644.14	\$ 7,756.83	\$ 7,889.70	\$ 8,084.80	N/A

<b>MC2</b>					
			<b>Max Term 29 Months</b>		
Alternative Supplier Rate:	0.04710	0.04811	0.04786	N/A	N/A
Est. Annual Fixed Energy Cost:	\$ 7,921.65	\$ 8,091.52	\$ 8,049.48	N/A	N/A

Our Agent fee is included in this price and is paid to us directly from the contracted supplier.

New Account	Electric Choice ID	Legacy Account Number	Service Street Address on Bill
4736612222	4733611021	1026029006	Street Lighting 111 N 3rd St.
5896342222	5896754130	1235130052	0 Alley N Wash Lite RT/23, E 5th
2230431222	2235370795	1911052073	0 S Daysville Rd Lite, & Route 64
0224632000	0221743021	2739069046	104 N 5th St Lite R25
9752593000	9752683936	3993073067	115 S 3rd St. Lite, metered Strt Lghts
4633417000	4635888333	6803149024	501 W Wahington St Lite Rt/25, Metered

This proposal is based on 6 location(s).  
 The price is determined by the estimated term kWh usage, and these rates are time sensitive.

\*May not include increases due to regulatory changes.



**Rock River Energy Services Company**  
 2047 S. IL Route 2  
 Oregon, IL 61061

July 2024 Start

**May 23, 2024**  
**City of Oregon-Pumping**  
 115 N 3rd St.  
 Oregon, IL 61061

				Current Est. Annual Cost	
<b>Current Energy Supply Contract: AEP-July 2021-July 2024</b>					
<b>Original Contracted Rate*:</b>	<b>0.03482</b>	<b>Per kWh</b>	<b>\$</b>	<b>23,791.67</b>	

<b>Fixed "ALL INCLUSIVE" Cost Comparison:</b>					
Price includes Cost of Energy, Transmission Service Charges, Capacity Charges, Ancillary Service and PJM Charges, and Distribution and Transmission Losses.					
<b>include ComEd delivery or Taxes.</b>					<b>Does not</b>
Estimated Term kWh Consumption	12 Months	24 Months	36 Months	48 Months	60 Months
Usage	683,276	1,366,552	2,049,828	2,733,104	3,416,380

<b>Constellation</b>					
Alternative Supplier Rate:	0.05617	0.05760	0.05888	0.06007	0.06193
Est. Annual Fixed Energy Cost:	\$ 38,379.61	\$ 39,356.70	\$ 40,231.29	\$ 41,044.39	\$ 42,315.28

<b>Dynegy Energy</b>					
Alternative Supplier Rate:	0.05713	0.05890	0.06025	0.06161	N/A
Est. Annual Fixed Energy Cost:	\$ 39,035.56	\$ 40,244.96	\$ 41,167.38	\$ 42,096.63	N/A

<b>MC2</b>					
			<b>Max Term 29 Months</b>		
Alternative Supplier Rate:	0.05944	0.06170	0.06240	N/A	N/A
Est. Annual Fixed Energy Cost:	\$ 40,613.93	\$ 42,158.13	\$ 42,636.42	N/A	N/A

<b>Santanna</b>					
Alternative Supplier Rate:	0.07180	0.07464	N/A	N/A	N/A
Est. Annual Fixed Energy Cost:	\$ 49,059.22	\$ 50,999.72	N/A	N/A	N/A

Our Agent fee is included in this price and is paid to us directly from the contracted supplier.

See 2nd tab for acct list

This proposal is based on 13 location(s).

The price is determined by the estimated term kWh usage, and these rates are time sensitive.

\*May not include increases due to regulatory changes.

CITY OF OREGON, ILLINOIS  
REQUEST FOR PROPOSAL  
RESIDENTIAL CURBSIDE WASTE COLLECTION PROGRAM

Bid Submittal Deadline:

September 4<sup>th</sup>, 2024

4:00 p.m.

City Hall

City of Oregon

115 N 3<sup>rd</sup> Street

Oregon, IL 61061

815-732-6321

Bid Opening

September 6<sup>th</sup>, 2024

1:00 p.m.

City Hall

City of Oregon

115 N 3<sup>rd</sup> Street

Oregon, Illinois 61061

Contact: Darin DeHaan, City Manager



## I. OVERVIEW

Oregon, Illinois, a municipal corporation (the City), is soliciting proposals from firms interested in providing the City and its residents with the curbside collection of trash, recyclable materials, leaves, bulk waste, and other items.

The City is located in Ogle County. The 2020-Census population is 3,604 with approximately 1654 single-family residences. The Cities 2023 collection volume totals are as follows: Trash -1,229.40 tons, Recyclable Materials - 551,880 lbs., Yard Waste – 130.85 tons. These estimates have been prepared by the City to assist firms in submitting bids.

Each bidder is responsible for verifying this information and the City is not responsible for any errors in its estimates.

It should be noted that the City currently has contracts for its Curbside Residential Refuse/Recycling Collection Program which expires on November 30<sup>th</sup>, 2024. Copies of the current City contract will be provided on written request. The City reserves the right to reject all bids if the City determines that it would be in the best interests of the City and its residents to do so.

The term "City" hereinafter shall refer to the City of Oregon. The term "company" hereinafter shall refer to a submitter of a bid.

The terms "bid" or "proposal" hereinafter shall refer to the minimum specifications described herein.

## II. GENERAL CONDITIONS

### A) Notice

1) Specifications - Each bid submitted should meet or exceed all of the specifications described in this request. Any modifications to the specifications or alternate bids must be clearly noted as such and described in detail.

2) Contact Person - Each bid must include the name, address, and telephone number of a contact person for the Company.

### B) Instructions

1) Submission and Opening of Request for Proposals - Two copies of each Proposal shall be enclosed in a sealed envelope and delivered to the City of Oregon City

Hall, 115 N 3<sup>rd</sup> Street, Oregon, Illinois by no later than date and time below. The sealed envelope shall be clearly marked "City of Oregon Curbside Waste Collection Proposal." It is the Company's responsibility to assure that the proposal is delivered to the proper location prior to the established date and time. **Any proposal presented after the specified time for the deadline for submittal will not be accepted.**

2) Bid Submittal Deadline: 4:00 PM

Date: September 4<sup>th</sup>, 2024

Location: 115 N. 3<sup>rd</sup> Street, Oregon, IL 61061.

3) Bid Opening:

1:00 PM

Date: September 6<sup>th</sup>, 2024

Location: 115 N. 3<sup>rd</sup> Street, Oregon, IL 61061.

4) Modification or Withdrawal of Bid - Bids may not be modified, withdrawn, or cancelled following the date of the opening of the Bids.

5) Bid Bond - Each bid must be accompanied by a bond or certified check in compliance with Illinois law in the amount of \$100,000.00 payable to the City. Checks will be returned to unsuccessful Companies immediately upon acceptance of the contract by the successful Company. Bonds should remain firm for a period of ninety days from the date of the bid opening. The check or bond of the successful Company will be held uncashed until a performance bond is submitted, if required by the City.

6) Performance Bond - The successful Company may be required to submit a performance bond acceptable to the City. The amount of the performance bond will be not less than \$100,000.00.

7) Rejection of Bids - The City reserves the right to reject any or all bids.

8) Acceptance of Bids - The City reserves the right to waive any technicality or irregularity in any bid and to make the final award based solely on what is determined to be in the City's best interest by the corporate authorities. It is the intent of the City to enter into a contract with the responsible Company that best meets the specifications and submits the lowest bid provided the City determines that the acceptance of that bid is in the best interests of the City. The City shall consider all of the factors which are relevant to an assessment of the bidder's performance and that the bid has been submitted in accordance with the requirements of this Request for Bid, in this regard, the determination of the "lowest bid" will be based on the total amount that would be paid by a single dwelling unit for normal collection service over the term of the contract.

9) Late Submittals - Any bid presented after the specified time for submittal will be returned to the Company unopened.

### III. EVALUATION CRITERIA

#### A) Contract

If the City accepts a bid, the successful bidder will be required to execute a contract. The contract will be entered into with the Company, if any, selected by the City whose bid is determined by the City to be in the best interest of the City. The "lowest bid" is not the sole determining factor in the selection process. The contract shall be awarded to the Company whose bid most closely satisfies the overall specifications as well as other factors. Such other factors include, but are not limited to, the following:

1) Cost - The price to be charged for the residential curbside collection of trash, bulk waste, recyclables, leaves, yard waste, and other items; *in the alternative*, the price to be charged separately for:

- \* Residential curbside collection of trash;
- \* Collection of bulk waste;
- \* Collection of recyclable materials;
- \* Collection of leaves and yard waste.

2) Experience of Company - The experience of the Company in similar types of work.

3) Other Programs - Participation in other Village/City waste collection or clean-up programs.

4) Coordination - The willingness and ability of the Company to meet the scheduling objectives of the City.

5) Operational Capabilities — The ability to provide sufficient manpower and quality equipment to provide a high level and efficient service to the residents of the City.

#### B) Reference Requirements

In order to allow the evaluation of past performance, Companies are requested to submit a Statement of Qualifications which includes the names, addresses, and telephone numbers of references.

### IV. RESIDENTIAL COLLECTION REQUIREMENTS

#### A) General Description of Work



The City intends to enter into a five (5) year contract for the residential collection of trash, leaves, yard waste, recyclables, and bulk waste items generated from single family and duplex detached residences and multi-family residences of 4 units or less in the City and for the collection of municipal waste generated at the City Hall Building and at other buildings and facilities owned by the City. In this Request for Bids, the term "Materials" shall mean trash, recyclable materials, yard waste, and bulk waste items such as furniture, carpeting, and similar wastes from home remodeling or similar activities. For this purpose, residences include all detached single-family residences, duplexes, and multi-family residences of 4 units or less" special wastes" under Illinois law or for any materials generated in connection with the conduct of any business or commercial activity. All waste materials collected under the Contract will be disposed of at an EPA permitted landfill.

1. General - The Company shall propose to furnish complete equipment, labor, materials and supplies to accomplish all work necessary to complete any contract that may be agreed upon by the City and the Company.

2. Examination of Conditions - Companies are cautioned to carefully examine conditions affecting collection, separation, transportation, and other variables which may affect collection of recyclable materials within the City. Companies are also encouraged to make all necessary investigations as to acquaint themselves with the requirements of collecting curbside materials within the City.

#### B) Curbside Collection Requirements

1. Service Area - Companies shall provide weekly curbside collection service for all single family, duplex detached residences, and multi-family residences of 4 units or less within the City. Collectors will be responsible for collection at new residential areas as they are developed. It should also be noted that existing or future residential areas may from time to time be annexed to the City.

2. Frequency of Collection - All residential collection services in the City shall be provided on the same day of the week. The Company shall collect materials at the curbside once a week on Thursday of each week. Alternate pick-up schedules shall be considered if it affects pricing. In that case, please provide pricing for Thursday collection and pricing for the alternate day of the week.

3. Garbage Containers - Please provide alternate pricing for garbage collection for two (2) 35-gallon cans provided by residents, and pricing for one (1) minimum 60 gallon can with wheels, a handle and either a latch or tight-fitting lid to be provided and owned by contractor.



4. Collection of Recyclable Materials -At a minimum, the Company shall pick up and recycle the following materials set out for collection:

- a) Newspapers
- b) Magazines, telephone books and catalogs
- c) Cardboard
- d) Paperboard
- e) Mixed or miscellaneous paper products
- f) Tin, steel, bi-metal cans
- g) Aluminum cans and foil
- h) Plastics - #1-7
  - (1) "PETE"
  - (2) "HDPE "
  - (3) "V"
  - (4) "LDPE "
  - (5) "PP "
  - (6) "PS "
  - (7) "Other "

i) Glass-clear, green, and brown

j) The Company may provide for collection of other materials. The City reserves the right to request additional recyclable items to be collected or to delete certain items upon mutual agreement with the Company.

k) The Company shall provide one (1) recycling container a minimum 60 gallons in size to each residence. The container shall be provided at no charge and remain the property of the Company. The Company will assist the City in the development of recycling educational materials for the community.

5. Yard Waste - At no additional charge to the City, the Company will provide for the pick-up of yard waste every other week during the period of April 1<sup>st</sup> through November 30th of each year. Yard waste pick up shall include: sod, grass, brush, garden clippings, leaves, pruning's of small diameter green stemmed shrubs, weeds, plant materials and branches and limbs not to individually exceed four (4) feet in length and one (1) inch in diameter housed in a proper yard waste container listed below or securely bundled. Yard waste containers shall include:

(i). Garbage Can: A plastic or galvanized metal can of a capacity not to exceed sixty-five (65) gallons and marked with an "X".

(ii). Paper Bag: A special biodegradable paper bag, not to exceed thirty-three (33) gallons in size, which will shred and degrade quickly in the composting process.

6. Bulk Waste Items -Please provide pricing for two (2) alternatives for bulk waste collection. The first alternative is where the Company will collect bulk waste items such as furniture, remodeling debris, carpeting, and other similar items placed at the curbside by residents without additional charge to the City resident. Except for items requiring special handling, such as appliances or items which may contain contaminants or components requiring inspection and/or certification, and except for items which require special equipment or personnel because of extreme weight or size, there will be no additional charge to the resident for the collection of bulk waste items, Resident is to be advised that alternate hauler may be used for bulk items not covered by contract.

The second alternative is collection of bulk waste items at the resident's expense.

Please provide a plan for collection of bulk items and include in that plan (1) what will be collected at no charge, (2) what will not be collected at no charge, (3) what will not be collected under any conditions, (4) fees for those items not collected free of charge, and (5) price for an annual collection of bulk waste items at a central collection point.

7. Municipal Facilities - At no additional charge to the City, the Company will provide for the collection and disposal of all municipal waste generated from three (3) City owned buildings and facilities. The company shall also provide, at no additional charge, three (3) dumpsters at a minimum. One (1) dumpster of two (2) cubic yards each at 402 S. 1<sup>st</sup> Street, 13 Gale Street and 115 N. 3<sup>rd</sup> Street.

8. Collection Hours - Collection service will begin no earlier than 6:00 a.m. All collection for each scheduled day shall be completed by 5:00 p.m. Residents shall be required to set out materials by 6:30 a.m. on the scheduled day of collection.

9. Point of Collection - Collection shall be made at the curbside which is defined as within five (5) feet of the sidewalk or the curb or edge of the street off of the pavement area.

10. Ownership of Recyclable Materials - All recyclable materials placed for collection shall be owned by and be the responsibility of the resident until the materials are collected by the Company. Once collected, the material then becomes the property and responsibility of the Company. The Company is responsible for transporting, processing, and marketing of collected recyclable Materials; any non-recyclable Material collected shall be disposed of by and at the expense of the Company in accordance with federal state and local laws, rules, and regulations.

11. Missed Collection - The Company shall establish and publicize a procedure for receiving and responding to resident complaints of missed collections. Complaints of



missed collections received by the Company or the City on the day following the scheduled day for collection shall be remedied by 5:00 p.m. on the following day.

12. Customer Information and Complaint Resolution - The Company shall establish and maintain a method for accepting and responding to customer calls and complaints. Company's staff shall be knowledgeable and courteous in answering customer information requests and resolving resident complaints regarding the collection service. All calls must be recorded in a log noting date, time, address, request or complaint and method of resolution. The log shall be made available to the City on a monthly basis. The Company shall meet with the City as often as needed to review customer complaints and resolutions.

13. Clean-Up on Route - The Company shall clean up all spills and pick up all materials blown or littered as a result of handling by the Company during collection. Each vehicle shall be equipped with at least one broom and one shovel for use in cleaning up material. Vehicles must also contain spill kits to be used as needed for liquids leaked from trucks.

14. Collection on Holidays - When the regularly scheduled collection day falls on a Holiday observed by the Company, the Company shall collect the materials on the next day after the regular collection day. Please identify which holidays observed by the Company.

15. Improperly Prepared Materials - When the Company encounters improperly prepared materials or materials which may not lawfully or safely be collected, the following procedure shall be followed: The Company shall leave the improper material, collect any proper material, complete a notice detailing the reason(s) why the material was not collected and leave it with the resident.

#### 16. Equipment

a) Safety and Maintenance - All of the collection equipment must be maintained and operated in compliance with all federal, state, and local statutes, ordinances, and regulations to assure the safety of the collection crew and residents of the City. All collection equipment shall be covered and secured to prevent material blowing, leaking, or falling out during transit.

b) Identification - All collecting equipment shall be clearly identified by fixing the following items permanently and conspicuously to both sides of the equipment:

1. Company's name
2. Company's telephone number

C) Processing Requirements

Processing collected recyclable materials, yard waste, and leaves will be the responsibility of the Company.

D) Promotions and Education

The Company shall participate in promotional and educational efforts as outlined below:

1. Distribution of notices regarding improperly prepared or unlawful materials.
2. Training of employees to deal courteously with customers on the telephone and on route to promote the collection service and explain proper material preparation, contract.
3. Other training and education programs provided for in the contract.
4. Preparation of educational brochures, decals, and/or materials for the residents listing specific guidelines for accepted and unaccepted types of waste, landscape waste, bulky items, and recyclable materials.

E) Reporting

Company shall provide to the City, monthly reports of volumes/weights of materials collected, including municipal waste, recyclable materials, landscape waste, bulky items, and any other special materials collected by Company.

E) Insurance

Each Company shall, at a minimum, maintain the following insurance and shall name the City as an additional insured. All insurance premiums shall be paid without cost to the City.

1. Worker's Compensation and Occupational Diseases Insurance - As required by State law.
2. Bodily, with limits not less than \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate.
3. Property Damage, with limits of not less than \$1,000,000.00 per occurrence and \$2,000,000 in the aggregate.



4. Maintain General Liability Umbrella Coverage in amount of not less than \$2,000,000.00.

5. Automotive Liability Insurance – Bodily Injury, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

6. Automotive Liability Insurance – Property damage, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Property damage insurance coverage shall include non-owned, hired, leased, or rented vehicles, as well as owned vehicles.

## V. FINANCIAL REQUIREMENTS

Each Company that responds to this Request for Proposal shall propose a specific fee schedule on a "per residence per month" basis for each year with optional rates for a senior rate (62 and older) per month rate and single bag pick up per month rate for each year which shall not include recycling service, and yard waste removal. The City shall be responsible for the billing and collection of amounts due from residents. The City will remit payment monthly for the prior month's services.

## VI RESPONSIBILITIES

### A) City Property

The Company shall, at a minimum, assume full responsibility for and shall indemnify the City against any and all loss or damage of any kind and nature to any and all City property resulting in whole or in part from the negligent acts or omissions of Company, any subcontractor, or any employee, agent, or representative of the Company or a subcontractor.

### B) Hold Harmless and Indemnification Agreement

The Company shall, at a minimum, hold harmless and indemnify the City against any and all liabilities, claims and costs of any kind and nature for injury to or death of any person or persons and for loss or damage to any property resulting in whole or in part from the negligent acts or omissions of the Company, any subcontractor, or any employee, agent, or representative of the Company or a subcontractor occurring in connection with or in any way incident to or arising out of the performance of work under the terms of the contract.

THE CITY OF OREGON RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.



**Our Mission:** *To foster an environment of economic growth and opportunity through effective partnerships with our citizens, businesses, and visitors while maintaining a high standard for quality of life in a progressive community which embraces its heritage.*

## **CITY OF OREGON**

**115 N. 3rd Street, Oregon, IL 61061**

**Phn: 815-732-6321/ website: [cityoforegon.org](http://cityoforegon.org)**

To: Mayor Ken Williams & Oregon City Council  
From: Darin J. DeHaan, City Manager  
Re: Bi-monthly Report

**DATE: May 28, 2024**

**I am pleased to provide Mayor Williams and the Oregon City Council with the following synopsis of City Business for – May 11, 2024 – May 24, 2024**

**Submitted by Darin DeHaan - City Manager:**

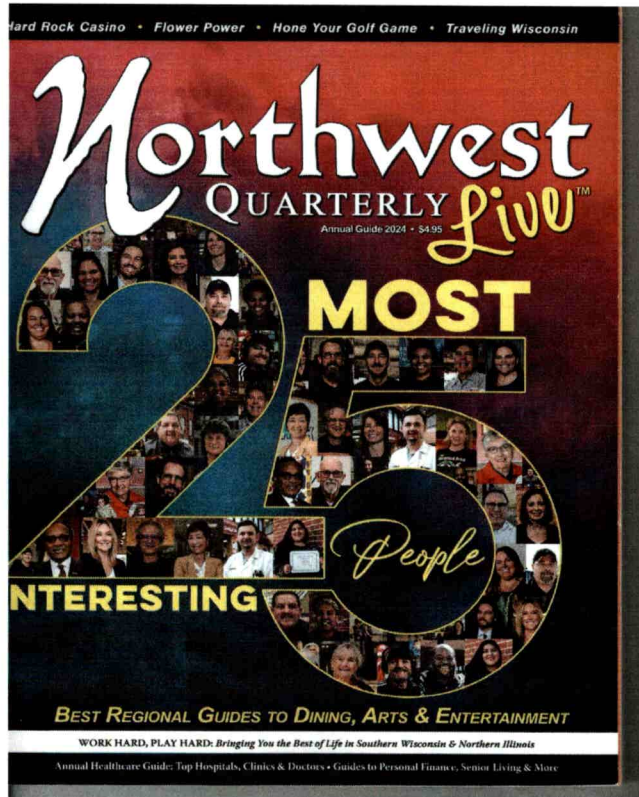
- I want to give a big shoutout to our Police Department and Public Works Department for their quick response to the high wind event we had on 05/21/24. Great job team!
- I'm working on our Garbage Contract renewal. The City Council will be asked to decide on a renewal with Republic Services or if we should go out to bid.
- Working with Mayor Williams and Rock River Energy on the electric aggregate renewals for the City this includes residential as well as Pumping and Street Lighting.
- Working on a grant that may cover our EV installation cost through ComEd.
- I continue to work with the Ogle County Bike Committee on ways to connect our communities.
- Several staff members attended the Midwest Summit on Leadership in Dixon. They do a fantastic job bringing in high quality speakers for this each year.
- I attended the Ogle County Economic Development Corporation board meeting. Thanks to our Director Charlene Coulumbe we have taken some large steps forward on economic development initiatives throughout Ogle County and the City of Oregon.
- I addressed a few citizen concerns over the past few weeks. I'm always thankful when people reach out to have a discussion. We are here to provide great service and good communication helps us accomplish that.
- I continue to work with a local group on Substance Use Disorder which has also led to discussion on possible additional medical treatment opportunities for our area. Still a work in progress.
- We held a pre-construction meeting with Fehr Graham and the contractor for the Washington streetscape project. It appears that the project may be pushed out an additional three weeks, but should be completed quickly once they begin. Bill will be notifying businesses and building owners as the start date approaches.
- Had a great meeting with the Oregon Chamber of Commerce and Visit Northwest Illinois. I'm looking forward to additional collaboration with both.



- I will be meeting with Republic this week to discuss their perspective on a possible contract renewal. Once I have this meeting we will decide if we are going to bid or renew.
- Thank you to the Public Works department for all the work they do to prepare for Memorial Day. Our new flags look great! Awesome job Team!



- I continue to work with a few potential new businesses, a few mural grants that are in the queue and building owners who are looking for retail space renters. Lots of activity in our community.
- Welcome to our summer help for our Public Works Department. Alyssa Mowry and Jameson Caposey. We always appreciate the extra help over the busy summer months to get everything completed.
  
- I was honored to be listed in the Northwest Quarterly 25 Most Interesting People. Certainly any positive accolades I get are a direct reflection on the great staff, officials and community members around me.



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**City Hall - Cheryl Hilton - City Clerk:**

City Hall will be closed Monday 05/27 for Memorial Day.

**MEETING INFORMATION**

**Economic and Community Development Committee:**

Next meeting Jun 4, 2024 at 5:00 p.m. Oregon City Hall Conference Room

**Sustainability Committee:**

Next meeting Jun 10, 2024 at 9:00 a.m. Oregon City Hall Conference Room

We continue to work with Region1 Planning Council to complete our Sustainability Plan. Region1 will make themselves available at several community events to answer questions and solicit public input on the plan.

- June 13th - City Night - River's Edge Farmer's Market
- June 20th - River's Edge Farmer's Market
- 7-16-24 City Sponsored Concert in the Park - Three Good Men
- September 4th we are planning a public presentation.

**City Council Meeting:**

Next meeting Jun 11, 2024 at 5:30 p.m. Oregon City Hall Council Chambers

**Planning & Zoning:**

Next meeting Jun 18, 2024 at 5:30 p.m. Oregon City Hall Council Chambers

**Public Art Commission:**

Next Meeting TBD

**Tree Board:**

Next Meeting TBD

**PUBLIC WORKS:**

**Director of Public Works Submitted by Bill Covell:**

- Helped layout, excavate and pour concrete for the fuel tank relocate project. Project included a new concrete pad, painting existing double wall tanks, relocating existing tanks, new fuel management system and new electrical.
- Submit permit for fuel tank relocation to State Fire Marshal
- Approve driveway permits
- Help with brush clean-up
- Finish rough sketches for pedestrian crossings.
- Work with crew on SPP and Farmers Market projects including watering of flowers
- Help with installing 40 flags for Memorial day
- Help with daily scheduling
- Work with Fehr Graham on questions for Lead Service inventory, headworks project and road projects.
- Help get summer help paperwork completed
- Bid opening for Streetscape project
- Resolved personnel issues
- Picked up daily supplies
- Prepared bills for payment
- Finalized City Hall roof project



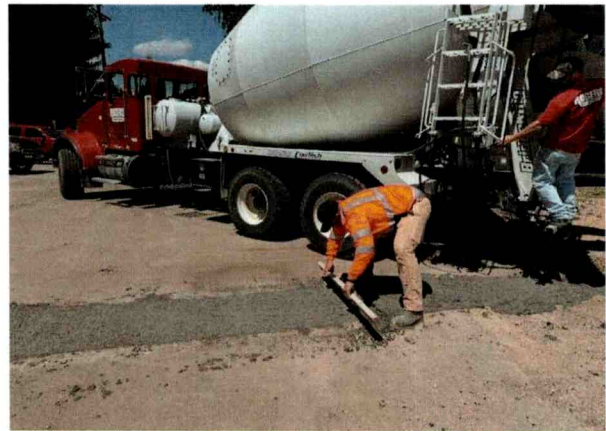
- Finalized Coliseum Roof Project
- Helped with SCADA upgrade



**Street Department Submitted by Jordan Plock:**

- Crew completed city wide brush cleanup.
- Crew continued mowing for the 2024 season
- Crew continued street sweeping in heavy areas.
- 2 crew members continue their work to complete their Illinois CDL
- Street Department Foreman continued with his continuing education classes
- Crew did cleanup for minor storm debris after the thunderstorm

- Crew is continuing with stump removal and restoration of the terrace.
- Street foreman did the initial spraying for weeds in the downtown district.
- Street Department Foreman attended the Midwest Summit on Leadership. It was a great learning experience.
- Crew dug a trench and installed conduit for power for the new fuel pumps.
- Crew installed 40 new flag pole mounts in the downtown district for the new American flags.
- Crew put up 40 American flags for the Memorial Day weekend.
- Crew moved bleachers from the Oregon Park District over to the 3rd st for the Memorial Day event. Thank you to the Oregon Park District for allowing the City to borrow these.



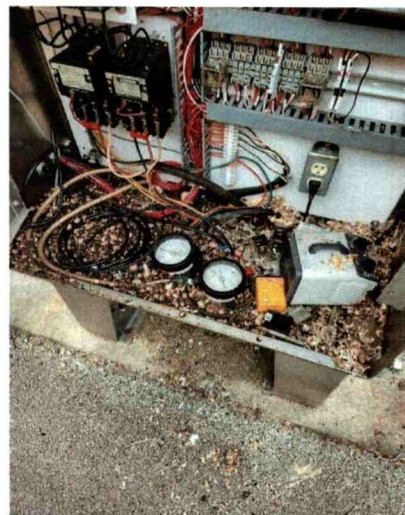

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**Sewer Department Submitted by Scott Wallace:**

- Daily chores
- Full testing (process control/EPA Monitoring)
- Half testing (process control)
- Pumped Sludge
- Cleaned Rotomat daily- Multiple times a day
- Daily netting of headworks
- Daily reporting of National weather service recordings
- Lift Station usage recording
- Assisted Water department when needed



- Worked with Scada personnel and Blower Company to integrate blowers into Scada System
- Cleaned clarifiers (weirs, and channels)
- Cleaned Sewer on 8th and Pines rd. due to roots
- Cleaned Sewer on S. 6th St. and Webster St. due to roots
- Cleaned level transducers at East side lift station
- Training on Scada upgrade
- Installed signage on the WWTP gate





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**Water Department Submitted by Jeff Pennington:**

- Daily water chores
- Daily water testing
- Repair and Replacement of Chemical feed pump issues as needed
- Julie Locates
- Worked on monthly paperwork
- Assisted Sewer department when needed
- Well #4 piping has been painted and looking to reinstall Well assembly in 2 ½ -3 weeks
- Final reads
- Assisted Sewer Department while Department head was on vacation
- Cleaned and repaired woods lift station panel from mice
- Worked on Consumer Confidence Report with City manager, Public Works Director, and City hall staff
- Started working on implementing Unidirectional flushing into flushing program
- Installed signage at well #5
- Training on Scada upgrade
- Bac-t samples were taken for EPA compliance on May 9<sup>th</sup>

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**Submitted by Deputy Chief Matthew Kalnins: Police Department:**

With the weather becoming more and more nice outside, we at the Oregon Police Department would like to remind everyone about the ordinance on "Recreational Fires". Included Below is the ordinance for everyone's reference. We just want everyone to be safe, have a good time and enjoy as many roasted marshmallows as you can.



### **12.08.020 Recreational Fires**

- Definitions: The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this paragraph, except where the context clearly indicates a different meaning:
- RECREATIONAL FIRE: The noncommercial burning of materials for pleasure, religious, ceremonial, cooking, or similar purposes in which the total fuel area is not exceeding three feet in diameter and three feet in height. Materials should be of seasoned wood and may not include rubbish, leaves, grass or other substances that will give off substantial smoke or obnoxious odors. Such shall not be used for the disposal of rubbish, trash or other combustible waste material. A recreational fire shall be constantly attended by a competent person with a garden hose or other fire extinguishing equipment readily available for use until such fire has been extinguished. The fire chief, or a member of the city police department, or designee, may order a recreational fire be extinguished if such does not conform to proper regulations or such that the fumes are obnoxious or the fire and/or smoke pose a health and/or safety hazard to the public.
  - Recreational fires shall not be located closer than five feet from any combustible structure or item.
  - Recreational fires shall be contained within a metal or brick fire ring, commercially produced fire pit, or within the ground, no less than 12 inches deep.
  - The pile of material to be burned in a recreational fire must be no greater than three feet in diameter and three feet in height.
  - The ground around the material to be burned shall be cleared of all combustible material to prevent the fire from spreading.
  - The fire shall not be near tall grass or tree lines.
  - You may not burn if winds are greater than 12 miles per hour or if there is an air pollution episode.
  - Fire-extinguishing equipment, including sufficient water, must be readily available on the site.
  - A fire supervisor must be within direct view of the fire at all times.
- Any person convicted of violating this section shall be fined not less than \$25.00.

(Code 1987, § 5-24; Ord. No. 2012-103, 5-22-2012)