



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
August 18, 2015
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – August 4, 2015 Regular City Council Meeting**
5. **Accounts Payable**
6. **Public Presentation**
The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against city staff or elected officials are not permitted.
7. **Mayor's Report**
8. **City Council Reports**
9. **Consent Agenda**
 - a. **Resolution designating the Director of Human Resources as the authorized agent of the City for Illinois Municipal Retirement Fund purposes.**
 - b. **No Parking Restriction along the north side of Woodstock Street from the intersection of Oak Street to a point 580 feet west of the centerline of Oak Street.**
 - c. **Lakeside Legacy Foundation request for a Temporary Liquor License for their Art Fair event at the Dole Mansion on Saturday, September 5, 2015 from 10:00 a.m. to 5:00 p.m. and Sunday, September 6, 2015 from 10:00 a.m. to 4:00 p.m.**
 - d. **Crystal Lake Teen Center (The BREAK) request for a Temporary Liquor License for their Oktoberfest fundraising event at Main Beach on Saturday, September 19, 2015 from 6:00 p.m. to 10:00 p.m.**
 - e. **Raue Center for the Arts request for a Temporary Liquor License for a Rauetoberfest event at 11129 Route 176, Crystal Lake on Saturday, September 12, 2015 from 3:00 p.m. to 12:00 a.m.**

- f. St. Thomas the Apostle Church request for a Temporary Liquor License for a Parish Dinner at the Oak Street Church Community Center on Saturday, September 19, 2015 from 6:00 p.m. to 9:00 p.m.**
- 10. Coffee House Holdings, Inc. d/b/a Starbucks, 40 North Williams St. #A & 6000 Northwest Highway, Suite 13J – City Code Amendment to increase the number of Class “14” liquor licenses.**
- 11. Fresh Thyme Farmers Market, LLC, 5340 Northwest Highway, Suite B – City Code Amendment to increase the number of Class “13” liquor licenses.**
- 12. Resolution authorizing execution of a contract renewal with Pyrotecnico for the 2016 and 2017 Independence Day Fireworks Displays and approval of up to 10 percent in justifiable contract amendments from a contingency allowance.**
- 13. Resolution authorizing the execution of a contractual agreement with the Illinois Department of Revenue to enable the Crystal Lake Police Department to participate in the fiscal year 2016 Tobacco Enforcement Program.**
- 14. Bid award and resolution authorizing the execution of an agreement with Equipment Management Company Inc. for one Heavy Duty Fire Apparatus.**
- 15. Resolution authorizing a purchase agreement with Bob Ridings, Inc. for three pickup trucks through the State of Illinois Joint Purchase Contract PSD #4017340.**
- 16. Bid award and resolution authorizing the execution of an agreement with Polydyne Inc. to provide polymer for solids handling and reject all bids from previous bids for polymer for solids handling.**
- 17. Resolution authorizing the proposal and to execute an agreement for engineering services for Lift Station #9 improvements to Crawford, Murphy, & Tilly, Inc.**
- 18. Council Inquiries and Requests.**
- 19. Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining, and personnel.**
- 20. Reconvene to Regular Session.**
- 21. Adjourn.**

If special assistance is needed in order to participate in a City of Crystal Lake public meeting, please contact Brad Mitchell, Assistant to the City Manager, at 815-459-2020, at least 24 hours prior to the meeting, if possible, to make arrangements.



Agenda Item No: 9a

**City Council
Agenda Supplement**

Meeting Date: August 18, 2015

Item: Resolution to designate a new authorized agent for IMRF

Staff Recommendation: Motion to adopt a Resolution designating the Director of Human Resources as the authorized agent of the City for Illinois Municipal Retirement Fund (IMRF) purposes.

Staff Contact: Julie Meyer, Director of Human Resources

Background:

The City must appoint an authorized agent for the Illinois Municipal Retirement Fund (IMRF), therefore the attached resolution is proposed. The responsibilities of the authorized agent include signing all IMRF forms, as well as having the authority to file a petition for nomination of an executive trustee of IMRF and to cast a ballot for election of an executive trustee of IMRF.

Julie Meyer was recently hired as the Director of Human Resources and will be appointed the authorized agent, replacing George Koczwar, Director of Finance.

Votes Required to Pass:

Simple Majority.



The City of Crystal Lake Illinois

RESOLUTION

WHEREAS, the Mayor and City Council designated Gary J. Mayerhofer as the City's authorized agent for Illinois Municipal Retirement Fund purposes; and

WHEREAS upon her appointment to the position of Director of Human Resources, Julie Meyer has been designated as the IMRF Authorized Agent as part of her duties replacing interim IMRF Authorized Agent, George Koczvara, Director of Finance; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE as follows:

That Julie Meyer, Director of Human Resources of the City of Crystal Lake, is hereby appointed as the authorized agent of the City for Illinois Municipal Retirement Fund purposes.

The Mayor and City Council designate the following powers and duties to the authorized agent:

- to sign all IMRF forms;
- to file a petition for nomination of an executive trustee of IMRF;
- to cast a ballot for election of an executive trustee of IMRF.

DATED this at Crystal Lake, Illinois 18th day of August, 2015.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

Aaron T. Shepley, Mayor

SEAL

ATTEST

Nick Kachiroubas, City Clerk

Passed: August 18, 2015

Approved: August 18, 2015



Agenda Item No: 9b

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	August 18, 2015
<u>Item:</u>	North Elementary School Area Traffic Control Changes
<u>Staff Recommendation:</u>	Motion to adopt an Ordinance prohibiting parking at any time on the north side of Woodstock Street from the intersection of Woodstock and Oak Streets to a point 580 feet west of the centerline of Oak Street.
<u>Staff Contact:</u>	Abigail Wilgreen, City Engineer

Background:

The Traffic Safety Committee has been working with District 47 to develop ways to mitigate congestion along Woodstock Street during the morning drop-off and afternoon pick-up times for North Elementary School. The current drop-off/pick-up procedure is for vehicles to queue along the north side of Woodstock Street in the on-street parking area and in the school parking lot with children exiting/entering the vehicles at the north end of the parking lot, see attached exhibit.

In October of 2014, the City Council approved parking restrictions and turning restrictions that have improved traffic flow in the area; however, there is still one area that is impacted by drop-off/pick-up traffic. The portion of Woodstock Street in front of Park Place is narrower than the rest of Woodstock Street to the west. City and School District staff observed that cars queue in this area during afternoon pick-up to either park or to wait for their child to come out to them.

Since this section of Woodstock Street is narrower, the queued cars contribute to additional congestion and impede the flow of traffic. By restricting parking in this area, traffic flow will improve and allow cars to move in and out of the area quickly. Staff contacted the Crystal Lake Park District as they own Park Place and they are in support of this proposed restriction. The School District is also supportive of these restrictions and a letter of support for this change is attached from District 47.

Votes Required to Pass:

Simple Majority



The City of Crystal Lake Illinois

ORDINANCE

BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, as follows,

SECTION I: That it shall be unlawful to park a motor vehicle on the north side of West Woodstock Street beginning at the centerline of Oak Street to a point 580 feet west of the centerline of Oak Street.

SECTION II: That suitable signs and markers shall be erected.

SECTION III: That any person, firm, or corporation violating any provision of this Ordinance shall be fined in accordance with Chapter 1, Article II providing for General Penalty Provision in the Code of Ordinances of the City of Crystal Lake, Illinois.

SECTION IV: That this Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

SECTION V: All ordinances and parts of ordinances in conflict herewith are hereby repealed.

DATED at Crystal Lake, Illinois, this 18th of August, 2015.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PASSED: August 18, 2015

APPROVED: August 18, 2015



Agenda Item No: 9c

City Council Agenda Supplement

Meeting Date: August 18, 2015

Item: Temporary Liquor License – Lakeside Legacy Foundation

Staff Recommendation: Motion to approve issuance of a Class “19” Temporary Liquor License to the Lakeside Legacy Foundation

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

The City has received a request from the Lakeside Legacy Foundation for the issuance of a Class “19” Temporary Liquor License in order to sell beer, wine and alcoholic liquor drinks at their Art Fair at the Dole event to be held at the Dole Mansion, located at 401 Country Club Road, on September 5, 2015 from 10:00 a.m. to 5:00 p.m. and September 6, 2015 from 10:00 a.m. to 4:00 p.m.

Section 4.87-19 of the City Code permits the issuance of a Class “19” Temporary Liquor License for the retail sale of beer, wine and alcoholic liquor drinks for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

Attached for City Council review is a copy of all support documentation regarding this request.

Votes Required to Pass:

Simple majority



Agenda Item No: 9d

City Council Agenda Supplement

Meeting Date: August 18, 2015

Item: Temporary Liquor License – Crystal Lake Teen Center
(The BREAK), 6292 Northwest Highway

Staff Recommendation: Motion to approve issuance of a Class “16” Temporary
Liquor License to Crystal Lake Teen Center

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

The City has received a request from Crystal Lake Teen Center, also known as The BREAK, 6292 Northwest Highway, for the issuance of a Class “16” Temporary Liquor License in order to sell beer and wine at an Oktoberfest Fundraiser on September 19, 2015, at Main Beach in Crystal Lake from 6:00 p.m. – 10:00 p.m.

Section 329-5-P of the City Code permits the issuance of a Class “16” Temporary Liquor License for the retail sale of beer and wine for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

Attached for City Council review is a copy of all support documentation regarding this request.

Votes Required to Pass:

Simple majority



Agenda Item No: 9e

City Council Agenda Supplement

Meeting Date: August 18, 2015

Item: Temporary Liquor License – Raue Center for the Arts, 26 N. Williams

Staff Recommendation: Motion to approve issuance of a Class “16” Temporary Liquor License to Raue Center for the Arts

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

The City has received a request from Raue Center for the Arts, 26 N. Williams, for the issuance of a Class “16” Temporary Liquor License in order to sell beer and wine at a their 2nd Annual Rautoberfest on September 12, 2015, at 11129 Route 176 in Crystal Lake from 3:00 p.m. – 12:00 a.m.

Section 329-5-P of the City Code permits the issuance of a Class “16” Temporary Liquor License for the retail sale of beer and wine for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

Attached for City Council review is a copy of all support documentation regarding this request.

Votes Required to Pass:

Simple majority



Agenda Item No: 9f

**City Council
Agenda Supplement**

Meeting Date: August 18, 2015

Item: Temporary Liquor License – St. Thomas the Apostle Church

Staff Recommendation: Motion to approve issuance of a Class “16” Temporary Liquor License to St. Thomas the Apostle Church

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

The City has received a request from St. Thomas the Apostle Church for the issuance of a Class “16” Temporary Liquor License in order to sell beer and wine at their Parish Dinner being held at the Oak Street Church Community Center, located at 451 W. Terra Cotta Avenue, on September 19, 2015 from 6:00 p.m. to 9:00 p.m.

Section 329-5-P of the City Code permits the issuance of a Class “16” Temporary Liquor License for the retail sale of beer and wine for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

Attached for City Council review is a copy of all support documentation regarding this request.

Votes Required to Pass:

Simple majority



Agenda Item No: 10

City Council Agenda Supplement

Meeting Date:

August 18, 2015

Item:

City Code Amendment to Increase the Number of Class "14"
Liquor Licenses– Applicant: Coffee House Holdings, Inc. d/b/a Starbucks

Staff Recommendation:

Motion to adopt an ordinance increasing the number of Class "14"
Liquor Licenses from the current permitted 4 licenses to 6 licenses.

Staff Contact:

Eric T. Helm, Deputy City Manager

Background:

The City has received a request from Coffee House Holdings, Inc. d/b/a Starbucks for the Council to consider the adoption of an ordinance providing for an amendment to the liquor license restriction provisions of the City Code, increasing the number of Class "14" liquor licenses from the current 4 licenses to 6 licenses. Coffee House Holdings, Inc. has requested a liquor license for two Starbucks locations in Crystal Lake, 40 North Williams St. #A and 6000 Northwest Highway, Suite 13J. The applicant is requesting a Class 14 license for both locations. Liquor will only be allowed in the interior of the café for both locations.

Section 329-5(N) of the City Code permits the issuance of a Class "14" liquor license which shall authorize the retail sale of beer and wine for consumption only on the premises specified in the license where sold between the hours of 11:00 a.m. and 1:00a.m. Monday, Tuesday, Wednesday, Thursday; the hours of 11:00 a.m. and 2:00 a.m. Friday and Saturday; and between the hours of noon on Sunday and 1:00 a.m. on Monday. A Class A type restaurant may be located on the premises.

The applicant does not currently hold a liquor license with the City of Crystal Lake and a fingerprint/background search by the Illinois State Police and FBI is currently pending. The issuance of the licenses would be contingent on the applicant passing the background check. The Chamber of Commerce has agreed to act as the Registered Agent for both locations.

Other current holders of a Class "14" liquor license are: Chuck E. Cheese, New Peking Restaurant, Noodle's & Company and Portillo's.

Votes Required to Pass:

Simple majority



**ORDINANCE AMENDING THE CODE
OF THE CITY OF CRYSTAL LAKE, ILLINOIS**

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE as follows:

SECTION I: That CHAPTER 329 LIQUOR LICENSES Section 329-6 Limitations on licenses shall be amended as follows:

1. Class 14 License shall be increased from 4 to 6.

SECTION II: That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

SECTION III: That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

DATED at Crystal Lake, Illinois, this 4th day of August, 2015.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PASSED: August 4th, 2015

APPROVED: August 4th, 2015

Published in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date:

August 18, 2015

Item:

City Code Amendment to Increase the Number of Class "13" Liquor Licenses- Applicant: Fresh Thyme Farmers Market, LLC

Staff Recommendation:

Motion to adopt an ordinance increasing the number of Class "13" Liquor Licenses from the current permitted 21 licenses to 22 licenses.

Staff Contact:

Eric T. Helm, Deputy City Manager

Background:

The City has received a request from Lake Ventures, LLC, a Delaware limited liability company, d/b/a Fresh Thyme Farmers Market, LLC for the Council to consider the adoption of an ordinance providing for an amendment to the liquor license restriction provisions of the City Code, increasing the number of Class "13" liquor licenses from the current 21 licenses to 22 licenses. Fresh Thyme will be located in the old Dominick's building at 5340 Northwest Highway, Suite B. Construction on the store is ongoing and it anticipates opening to the public in the late fall of 2015.

Section 329-5-M of the City Code permits the issuance of a Class "13" liquor license which shall authorize the sale of alcoholic liquors on the premises specified in the license in packages only but not for consumption on the premises where sold between the hours of 7:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday, and Friday, the hours of 7:00 a.m. Saturday and 2:00 a.m. Sunday, and the hours of 7:00 a.m. Sunday and 2:00 a.m. Monday. A Class B Type restaurant may be located on the premises.

The applicant does not currently hold a liquor license with the City of Crystal Lake and a fingerprint/background search by the Illinois State Police and FBI is currently pending. The issuance of the licenses would be contingent on the issuance of the Certificate of Occupancy, the applicant passing the background check, submitting liquor liability insurance and a bond naming the City as additionally insured. The applicant is working with the Chamber of Commerce to act as their Registered Agent.

Other current holders of a Class "13" liquor licenses are: 7-Eleven (Terra Cotta), Cardinal Wine & Liquors, Midwest Petroleum Dev., Convenient Food Mart, Cost Plus World Market, Crystal

Lake Food & Liquor, CVS Pharmacy, Fresh Market, General Store, Joseph's Marketplace, LaRosita of Mesos Group, Inc., Oak Street Food & Liquor, Open Pantry/Shell #801, Osco Drug, Sam's Club, Target, Teddy's Liquors, Walgreens (Northwest Highway), Walgreens (Route 31) and Wal-Mart. A license for Bucky's Express was approved but not yet issued.

Votes Required to Pass:

Simple majority



**ORDINANCE AMENDING THE CODE
OF THE CITY OF CRYSTAL LAKE, ILLINOIS**

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE as follows:

SECTION I: That CHAPTER 329 LIQUOR LICENSES Section 329-6 Limitations on licenses shall be amended as follows:

1. Class 13 License shall be increased from 21 to 22.

SECTION II: That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

SECTION III: That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

DATED at Crystal Lake, Illinois, this 4th day of August, 2015.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PASSED: August 4th, 2015

APPROVED: August 4th, 2015

Published in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date:

August 18, 2015

Item:

2016 and 2017 Independence Day Fireworks Displays

Council Discretion:

A motion adopting a resolution authorizing the City Manager to execute a contract renewal with Pyrotecnico for the 2016 and 2017 Independence Day Fireworks Displays in the annual amount of \$25,000 and authorizing the City Manager to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

Staff Contact:

Eric T. Helm, Deputy City Manager

Background:

At the March 3, 2009 City Council meeting, the City Council awarded the proposal for the Independence Day Fireworks Display and adopted a resolution authorizing the City Manager to execute an agreement with the lowest responsible and responsive proposer, Pyrotecnico, for the Independence Day Fireworks Display in the amount of \$25,000 per year. The initial contract period was for one (1) year. The proposal included provisions for renewal, if mutually agreed upon by both parties.

Since initially awarding the contract to Pyrotecnico, the City has received positive feedback from residents regarding the fireworks display, including this most recent display. City staff has experienced no issues with the staff of Pyrotecnico. In addition, Pyrotecnico has agreed to not increase prices for 2016 and 2017.

Since initially awarding the contract to Pyrotecnico, the City has been able to maximize the fireworks display by conducting the display either before or after the prime fireworks display day of July 4th. By not conducting the display on the 4th of July, the City is able to receive the same show for less money. In addition, traditionally, the Independence Day Parade is held on the same day as the fireworks display. Since the parade is not conducted on July 4th, parade organizers are able to schedule groups that would not be available for the Crystal Lake parade if it were held on July 4th.

City staff sought comments from the Crystal Lake Park District, the Crystal Lake Chamber of Commerce and the organizers of the Lakeside Festival. All agreed that the best time to display the fireworks would be **Sunday, July 3, 2016** and **Sunday, July 2, 2017**. Both days would be the last day of the Lakeside Festival and the date of the Crystal Lake 4th of July parade.

The rain date for the 2016 display will be Sunday, July 10, 2016 and the rain date for the 2017 display will be Sunday, July 9, 2017. The City Attorney has reviewed this matter.

Votes Required to Pass:

Simple majority vote of the City Council.



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute a contract renewal for the 2016 and 2017 Independence Day Fireworks Display for **Sunday, July 3, 2016 and Sunday, July 2, 2017** in the annual amount of \$25,000 respectively. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this 18th day of August, 2015

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: August 18, 2015
APPROVED: August 18, 2015



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date: August 18, 2015

Item: Contractual Agreement between the Crystal Lake Police Department and the Illinois Department of Revenue.

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute a Contractual Agreement with the Illinois Department of Revenue enabling the Crystal Lake Police Department to participate in the FY 2016 Tobacco Enforcement Program.

Staff Contact: James Black, Chief of Police

Background:

The Illinois Department of Revenue administers the Illinois Liquor Control Commission, which is responsible for liquor and tobacco compliance. The Commission oversees the following activities: State-wide liquor inspections, reviewing and renewing liquor license applications, legal interpretations for related liquor matters, liquor industry education, the Under 21 program, and the BASSET Program, which trains liquor servers how to serve responsibly. In addition, the Illinois Liquor Control Commission oversees the State's tobacco enforcement activities.

The Police Department submitted a grant funding request through the Illinois Department of Revenue and was awarded \$4,620 to conduct a Tobacco Enforcement Program. During the past several years, the Police Department has partnered with the Illinois Liquor Control Commission to coordinate these tobacco enforcement activities. The Commission provides grant appropriations for the education of tobacco retailers, as well as for enforcement programs. One such program is the "Kids Can't Buy 'Em Here" Campaign. Through this campaign, the Police Department is able to assist retailers with conformity strategies and initiate activities that promote awareness of compliance with minimum-age tobacco laws. This grant also provides our community with educational retail kits. The Police Department distributes these kits, which includes information on State tobacco laws, required signage, training guides for retail staff, and educational posters. Finally, the grant requires the Police Department's participation in three compliance checks during the current fiscal year.

The Police Department is seeking to continue this partnership with the Department of Revenue as well as resume our tobacco education and enforcement activities in the community. These appropriations would provide the Police Department with the appropriate resources to ensure tobacco compliance at retail stores.

Votes Required to Pass:

Simple majority



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to execute an Intergovernmental Agreement with the Illinois Department of Revenue for participation in the FY 2016 Tobacco Enforcement Program.

DATED this 18th day of August 2015

CITY OF CRYSTAL LAKE, an

Illinois Municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED:

APPROVED:



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: August 18, 2015

Item: Heavy Duty Fire Apparatus Pumper Replacement

Staff Recommendation: Motion to award the bid for one (1) Heavy Duty Fire Apparatus Pumper to the lowest responsive and responsible bidder, Equipment Management Company, Inc, in the amount of \$467,654 and adopt a resolution authorizing the City Manager to execute an agreement with Equipment Management Company Inc.

Staff Contact: Paul DeRaedt, Fire Rescue Chief

Background:

The Fire Rescue Department received approval in the FY 2015-2016 Fire Rescue Budget for a replacement heavy-duty fire apparatus pumper. Engine 340 is due next for replacement in the schedule. Engine 340 is a 1998 Emergency One pumper with over 100,500 miles and 9,976 hours.

On Friday, December 19, 2014, the City of Crystal Lake publicly opened and read aloud the bids received for one (1) Heavy Duty Fire Apparatus Pumper. Only two vendors submitted proposals. To ensure competitive pricing and the ability to review additional potential vendors, the Fire Rescue Department investigated the Houston-Galveston Area Council (HGAC) purchasing cooperative.

Fire Rescue staff contacted several heavy duty pumper vendors through the HGAC and presented them with our pumper specification. Each vendor provided staff with their brand's pumper that most closely matched our specification. After reviewing each of the proposals with the City's Fleet Services, and weighing all the proposals received including the original proposals solicited in December 2014, it was determined that the proposal for the 2015 Spartan ERV Star Series Fire Apparatus Pumper submitted by Equipment Management Company (EMC), Inc., through the closed bid process in December 2014, best met the needs of the Fire Rescue Department.

Listed below are the proposals received through closed bid and HGAC:

Vendor	Proposal Solicited	Pricing
Spartan (EMC)	Closed Bid (12/19/14)	\$467,654 ✓
KME Kovatch	HGAC	\$478,981
Pierce (Global)	HGAC	\$480,764
Emergency One (Fire Service)	HGAC	\$490,821
Ferrara	HGAC	\$505,871
KME Kovatch	Closed Bid (12/19/14)	\$511,900

✓ Indicates recommended lowest responsive and responsible bidder.

Recommendation:

The City Manager's Office, Fleet & Facility Services Division, and Fire Rescue Department reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The Fire Rescue Department staff has verified references and received positive recommendations.

After careful examination, it is the recommendation of the Fire Rescue Department and the Fleet & Facility Services Division, to award the bid to the lowest responsive and responsible bidder, Equipment Management Company, Inc., in the submitted bid amount.

Votes Required to Pass:

Simple majority



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, an agreement with Equipment Management Company, Inc. for the purchase of a heavy duty fire apparatus pumper in the total amount of \$467,654.

Dated this 18th day of August, 2015.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Mayor

SEAL

ATTEST:

City Clerk

PASSED: August 18, 2015

APPROVED: August 18, 2015



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date: August 18, 2015

Item: State of Illinois Joint Purchase Contract PSD #4017340,
Vehicle Purchase- 2016 Ford F-250 Pickup Trucks

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an agreement with Bob Ridings, Inc., in Taylorville, IL, for the purchase of three (3) Ford F-250 pickup trucks in the amount of \$75,057.00 through the State of Illinois Joint Purchase Contract PSD #4017340

Staff Contact: Victor Ramirez, Director of Public Works

Background:

The Public Works Department requested approval for fleet vehicle replacement as part of the Fiscal Year 2015-2016 Budget. Three new 2016 Ford F-250 pickups will replace three Ford Pickups. The replaced vehicles are a 2000, 2001, and 2004 Ford F250s with heavy corrosion. These vehicles will be primarily used by our Water and Wastewater Divisions for day-to-day operational needs such as site checks and hauling items. In addition, these vehicles will be used during the plowing season.

As members of the State of Illinois Joint Purchase Program, the City is able to take advantage of the cooperative members' leveraged contract. This program allows members to combine purchasing power, which enables significant cost reductions. All items that are bid through the cooperative follow the same public procurement statutes that the City follows during the competitive, sealed bidding process.

Recommendation:

After careful examination, it is the recommendation of the Public Works Department to purchase three 2016 Ford F-250 Pickups in the amount of \$75,057.00, from Bob Ridings, Inc., in Taylorville, IL, through the State of Illinois Joint Purchase Program. Funds have been budgeted for this purchase.

Votes Required to Pass:

Simple Majority



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and Bob Ridings, Inc. (Taylorville, IL) for the purchase of three (3) 2016 Ford F-250 Pickups in the amount of \$75,057.00.

DATED this 18th day of August, 2015.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: August 18, 2015
APPROVED: August 18, 2015



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date: August 18, 2015

Item: Polymer for Solids Handling

Staff Recommendation:

1. Reject all bids from the June 19, 2015, bid opening for Polymer for Solids Handling; and
2. Award the bid to the lowest responsible and responsive bidder, Polydyne Inc., in the base amount of \$0.78 per lb. for Cationic Polymer and \$0.75 per lb. for Anionic Polymer, and adopt a resolution authorizing the City Manager to execute a one year agreement beginning January 1, 2016, with two optional twelve-month extensions with Polydyne Inc. to provide polymer for solids handling.

Staff Contact: Victor Ramirez, Director of Public Works

Background:

On August 7, 2015, the City of Crystal Lake publicly opened and read aloud bids received for polymer for solids handling within the Wastewater Division of the Public Works Department. This will be a one-year contract beginning January 1, 2016, with two optional 12-month extensions at the City’s discretion. The following chart is a breakdown of bids received for cationic and anionic polymer:

	Year 1		Year 2		Year 3	
	Cationic	Anionic	Cationic	Anionic	Cationic	Anionic
√Polydyne Riceboro, GA	\$ 0.78/lb	\$ 0.75/lb	\$ 0.83/lb	\$ 0.80/b	\$ 0.88/lb	\$ 0.85/lb
Solenis LLC Wilmington, DE	\$1.30/lb	\$0.85/lb	\$1.37/lb	\$0.89/lb	\$1.44/lb	\$0.93/lb
Ecologix Environmental Systems LLC Alphretta, GA	\$1.35/lb	1.59/lb	N/A	N/A	N/A	N/A
Nalco Company Naperville, IL	No Bid Prices Submitted					

√ Indicates recommended lowest responsible and responsive bidder.

Previously on Friday, June 19, 2015, the City opened bids for polymer for solids handling. This bid resulted in only one submission. Since the City prefers multiple, competitive bids, this item was re-bid.

Both bids sought for the provision of emulsified polymers for the following uses: Centrifuge for anaerobic sludge dewatering, Gravity Belt Thickener operations for Waste Activated Sludge, and for coagulation of the aluminum sulfate used for Phosphorus removal (Anionic). Polydyne Clarifloc-C-9530 and Anionic – A228 are the polymers currently being used by the City.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy. For the past several years, the Public Works Department has utilized Polydyne, Inc., and is satisfied with this manufacturer's product. It is staff's recommendation to award the contract to the lowest responsible and responsive bidder, Polydyne, Inc. for the 2016 contract period with two optional one-year extensions.

Votes Required to Pass:

Simple Majority



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute Purchase Agreement between the CITY OF CRYSTAL LAKE and Polydyne, Inc. for polymer for solids handling for a one year contract with two optional years in the amounts bid.

DATED this 18th day of August, 2015

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: August 18, 2015

APPROVED: August 18, 2015



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date:

August 18, 2015

Item:

Consultant Selection Approval for Engineering Services for Lift Station #9 Improvements.

Staff Recommendation:

Motion to award the proposal for engineering services for Lift Station #9 improvements to the most responsible and responsive proposer, Crawford, Murphy, & Tilly, Inc., and adopt a resolution authorizing the City Manager to execute an agreement with Crawford, Murphy, & Tilly, Inc. (CMT) in the amount of \$43,481.00, allowing for a 10 percent contingency.

Staff Contact:

Victor Ramirez, P.E., Director of Public Works

Background:

Lift Station #9 is one of the older lift stations and is located at 493 Pine Street. Staff has had ongoing operation and maintenance issues with this station. In January 2015, the City had authorized a condition assessment of the lift station by Donohue & Associates, Inc. The assessment evaluated all aspects of the lift station and the following are the highlights of the assessment:

- The existing forcemain is in very poor condition and is choked down in size due to tuberculation. Tuberculation is the development of small mounds of corrosion products on the inside of pipes.
- The existing arrangement of the wet well and discharge piping has promoted premature aging, requires wet well entry regularly, and is difficult to provide routine maintenance.
- There are no flow or pressure monitors which makes operational control and performance monitoring difficult.
- There is no onsite backup generator for power outages and requires staff to bring a portable generator in the event of a power outage.

The tributary area to this lift station consists of an area described roughly as Route 14 – Dole Avenue – Oak Street – Rockland Road. The area has had infiltration and inflow challenges despite smoke testing, and an aggressive grouting and lining program. This work has helped but

the actual operation of the lift station is still compromised by the condition of the station and forcemain. Further, there is a history of surface flooding in the Pine Street and Oriole Trail area further exacerbating the problems.

In order to address these ongoing problems, the City budgeted for and issued an RFP for the Engineering Services to design the necessary improvements and perform the construction services. Proposals with base scope services provided were received as follows:

Consulting Firm	Total Base Proposal Cost	Total With Comparable Options
*CMT	\$31,231.00	\$43,481.00
Donohue & Associates, Inc.	\$42,260.00	\$48,060.00
Stanley Consultants, Inc.	\$60,303.00	\$64,999.00
CIORBA	\$63,950.25	\$65,727.25
Baxter & Woodman	\$73,245.00	\$84,730.00

*Denotes most responsive, responsible proposer

Optional tasks recommended for the proposal with CMT include:

- 1.) Geotechnical investigation \$5,260
- 2.) Environmental Testing \$1,590
- 3.) Inflow/Infiltration data review \$5,400

Consultant Selection Process

The Public Works Department followed the City’s Purchasing Policy to secure a qualified engineering firm to address this project. The City received proposals from five firms in response to the request.

Staff from the Public Works Department reviewed the proposals and ranked the firms based on their qualifications. The qualifications criteria that were considered during the review were:

1. Proposal completeness
2. Firm’s reputation and integrity
3. General experience and history of performance on similar projects
4. Current or past projects related to the scope of services
5. Understanding of the project
6. Adherence to the Project Scoping Summary
7. Experience of personnel
8. Interview

Discussion:

The Public Works Department identified Crawford, Murphy, & Tilly, Inc. (CMT) as being the most responsive and responsible proposer for reasons including:

- Proposal adequately addressed the aspects of this project;
- Proposal identified past projects of a similar scope to the Crystal Lake project;
- Proposal provided the City with a feasible schedule; and
- The firm has had several previous projects with the City with favorable results.

CMT's approach integrates the full spectrum of their organization and the experience they have related to pumping stations. They allocated a sufficient amount of hours with an experienced team.

Once CMT completes the engineering design services portion of the project, City staff will begin preparing for the next phase of this project, implementation of design. To help fund this endeavor, City staff will submit an application for Community Development Block Grant Funding (CDBG) if available. In addition, previous CDBG funding announcements have sought applications that included infrastructure, housing and public service projects, which again, this project would qualify. In 2015, applications were accepted during January and February, so if funding is available again, staff will submit an application during this timeframe.

Recommendation:

Based upon a qualifications review to the RFP requirements and associated costs, staff's recommendation is to select CMT to perform the engineering design and construction services. The City would also recommend that the environmental testing, geotechnical investigation, and Inflow/Infiltration analysis be selected as optional tasks and included in the contract for \$12,250 to fully evaluate the area around the lift station and forcemain.

Funds have been budgeted for this work.

Votes Required to Pass:

Simple majority



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized execute an agreement with Crawford, Murphy, & Tilly, Inc. (CMT) for engineering services for Lift Station #9 improvements in the amount of \$43,481.00, allowing for a 10 percent contingency.

DATED this 18th day of August, 2015.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: August 18, 2015
APPROVED: August 18, 2015