



**CITY OF CRYSTAL LAKE**  
**AGENDA**  
**CITY COUNCIL**  
**REGULAR MEETING**

City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
February 7, 2017  
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Proclamation**
  - a. HoneyBaked Ham-25 years
  - b. John Behrens Architect-25 years
5. **Approval of Minutes – January 17, 2017 Regular City Council Meeting**
6. **Accounts Payable**
7. **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.*
8. **Mayor's Report**
9. **City Council Reports**
10. **Consent Agenda**
  - a.) Copley Annexation Agreement reconsideration - request to be continued to the April 4, 2017 regular City Council meeting.
11. **Vehicle Licensing and Parking Permit Software, Printing, Mailing, and Online Payment Services.**
12. **Rates, Parking Payment Services, and Citation Processing and Collection Services for Parking.**
13. **Master Agreement for the Operation and Maintenance of Commuter Parking Facilities in Crystal Lake.**
14. **Resolution to obtain a two year working permit from the Illinois Department of Transportation for City work that is conducted in the State's right of ways.**
15. **Resolution Supporting the City's Application for Federal Congestion Mitigation and Air Quality Program Funding for the Improvement of the Route 14 & Virginia Road Intersection.**
16. **State of Illinois Joint Purchase Contract for Mobile Data Computers for Public Safety Vehicles.**
17. **Bid award and Resolution authorizing the execution of a contract with Water Well Solutions for maintenance and repair work on Well #11.**
18. **Bid award and Resolution authorizing the execution of a contract with Municipal Well & Pump for maintenance and repair work on Well #16.**

19. **Council Inquiries and Requests.**
20. **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.**
21. **Reconvene to Regular Session.**
22. **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: 10a**

**City Council  
Agenda Supplement**

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**Meeting Date:** February 7, 2017

**Item:** Motion to Reconsider - Continuation

**Recommendation:** Motion to continue the Copley Annexation Agreement reconsideration request to the April 4, 2017 City Council meeting.

**Staff Contact:** Michelle Rentzsch, Community Development Director

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**Background:**

At the September 20, 2016 regular City Council meeting, there was a motion to reconsider the Copley Annexation Agreement. That motion was tabled and continued to the October 18, 2016 regular City Council meeting and was subsequently continued to the February 7, 2017 City Council meeting.

The petitioner's attorney and city staff request this item to be considered at the April 4, 2017 City Council meeting to allow both parties time to review the Annexation Agreement.

**Votes Required to Pass:** A simple majority vote.



**Agenda Item No: 11**

**City Council  
Agenda Supplement**

**Meeting Date:** February 7, 2017

**Item:** Vehicle Licensing and Parking Permit Software, Printing, Mailing, and Online Payment Services

**Staff Recommendation:** Motion awarding the proposal for Vehicle Licensing and Parking Permit Software, Printing, Mailing, and Online Payment Services and adopting a resolution authorizing the City Manager to execute an agreement, based on the submitted proposal to The Direct Response Resource Inc.

**Staff Contact:** George Koczwar, Director of Finance

**Background:**

On January 10, 2017, two proposals from firms desiring to provide vehicle licensing and parking permit software, printing, mailing, and online payment services to the City were received. Each proposal was submitted in response to the City's request for bids from qualified firms to provide the City with vehicle license program services for calendar years 2017, 2018, 2019 and 2020 with the option of providing vehicle licensing and parking permit software, printing, mailing, and online payment services for calendar years 2021, 2022, 2023 and 2024 at the request of the City.

In its request for proposals, the City required that each proposer include pricing to supply to the City the necessary systems, programs, processes, etc. to track vehicle information and sales of vehicle licenses and parking permits, in addition to costs related to the printing and mailing of vehicle license applications and renewal notices to Crystal Lake residents and businesses.

Below is a summary of the submitted fees. A detailed schedule of fees is also attached.

<b>THE DIRECT RESPONSE RESOURCE*</b>				
<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Total</b>
<b>\$15,012.00</b>	<b>\$15,050.00</b>	<b>\$15,088.00</b>	<b>\$15,126.00</b>	<b>\$60,276.00</b>

\*Lowest responsive and responsible proposer

<b>THIRD MILLENNIUM ASSOC INC</b>				
<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Total</b>
<b>\$43,683.00</b>	<b>\$24,583.00</b>	<b>\$24,583.00</b>	<b>\$24,583.00</b>	<b>\$117,432.00</b>

Each proposal was evaluated based on the following criteria:

- The vendor's qualifications and experience (size of the firm and most recent comparable engagements).
- Specific approach (methodology to be followed to perform services required and time line for initial setup and implementation).
- Security (measures employed to assure that an electronic transfer of data is secure and confidential information is protected).
- Price - The firm chosen is the lowest and most responsive bidder.

**Recommendation:**

Staff has determined that The Direct Response Resource Inc. is the most responsive and responsible proposer for the City's requirements and, based on ability and fee, appears to be best able to serve the City. Since 2013, The Direct Response Resource Inc., has been the City's vendor for these services.

**Votes Required to Pass:**

Simple Majority



**DRAFT**

**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 an agreement between The Direct Response Resource Inc. and the City of Crystal Lake for vehicle license program services for calendar years 2017, 2018, 2019 and 2020 with the option of providing vehicle license program services for calendar years 2021, 2022, 2023 and 2024 at the request of the City.

DATED this 7<sup>th</sup> day of February, 2017.

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation,

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

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK



**Agenda Item No: 12**

**City Council  
Agenda Supplement**

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**Meeting Date:**

February 7, 2017

**Item:**

Rates, Parking Payment Services, and Citation Processing and Collection Services for Parking

**Staff Recommendation:**

1. Motion to adopt an ordinance amending Article X Commuter Parking Lots, Section 496-126. Parking rates, of the City Code.
2. Motion to adopt a resolution authorizing the City Manager to execute an agreement with Passport, Inc. for parking payment mobile app services.
3. Motion to adopt a resolution authorizing the City Manager to execute contract extension for a five (5) year period, with Professional Account Management, LLC for parking citation processing and collection services.

**Staff Contact:**

George Koczvara, Director of Finance  
James Black, Chief of Police

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**Downtown Commuter Parking Terminals**

*Parking Terminals End-Of-Life*

The downtown parking pay terminals went into service in September 2006 and were paid for by Metra. As part of the agreement, Metra agreed to pay for the installation of the parking terminals, as well as the rehabilitation of the downtown train station, as long as the City agreed to take over maintenance responsibilities for both the parking terminals and the Metra station.

As part of its software lifecycle, the software for the parking terminals is now end-of-life, meaning the manufacturer, Cale, no longer provides software fixes. Because software fixes are no longer available, we have begun experiencing issues including commuters receiving parking tickets even though they have paid, or receipts indicating incorrect information. These issues occur sporadically.

The service provider for the pay terminals, Total Parking Solutions (TPS) has been working with the manufacturer, Cale, to come up with a permanent fix to the software problems. Based on the review, the following options are available.

Option 1 would be to completely upgrade the memory cards and ram modules on the main boards of each of the parking terminals. The cost of this upgrade is included in the current service contract that the City has in place with TPS. This solution would fix the issue of missing transactions on enforcement but it would no longer allow for reloading the City parking cards at the pay stations. Instead, all reloading would have to be done at the reload machine in the station. The parking cards are used by both residents and non-residents. The residential discount card allows residents to pay \$1.35 per day instead of the regular daily fee of \$1.50. Without the ability to reload the parking cards, the discount parking program would need to be phased-out since having only one machine for reloading parking cards could be problematic.

Option 2 is to issue a bid to replace all 14 parking terminals. The estimated cost for replacement would be approximately \$160,000.

Option 3 would be to introduce pre-paid parking passes. This option could be integrated with any of the above options. Pre-paid parking hangtags would be valid for six months and cost \$150 which is a discount over the price of current daily parking rates. At twenty business days per month over the course of six months, the daily cost for parking would be \$1.25. The effective dates of the pre-paid parking passes are July 1st through December 31st, and January 1st through June 30th. Pre-paid parking passes can also be purchased anytime within the valid period at a pro-rated price. Additional information regarding the pre-paid passes is attached.

#### Mobile Phone App

Similar to the sporadic issues we have had with the parking terminals, the current mobile app, Parkmobile, also causes enforcement issues. A solution to this problem is to go with another mobile app. TPS recommends Passport, Inc. as the provider of the mobile app. The app integrates with the Cale parking terminals and would reduce the per transaction fee from \$0.37, that is currently charged by Parkmobile, to \$0.32 that would be charged by Passport. If we do not upgrade the terminals, at the very least, we will go with another app. However, if we are going to go with new parking terminals, we will not change the app until such time.

#### Recommendation

Considering the current revenue environment, it would be difficult to budget \$160,000 to replace the parking terminals. Also, continuing with sporadic software issues causes difficulty for both the commuter and the Police Department. Therefore, it is staff's recommendation to proceed with Options 1 and 3. The memory cards and ram modules on the main boards of each of the parking terminals would be completely upgraded. This would fix the issue of missing transactions on enforcement but it would no longer allow for reloading the City parking cards at the pay stations.

Parking cards would be phased out gradually, with a phase-out date of December 31, 2017. Payment for parking beginning January 1, 2018 would occur either through cash, credit card, debit card, through the new mobile app, Passport, or by purchasing a pre-paid parking pass. Those wishing to reload their parking cards would be able to continue to do so in the reload machine located in the train station for the duration of 2017.

Once the phase-out of the parking cards is completed, those commuters utilizing the resident discount card would no longer be able to receive a discount for their parking. Instead, they will have to pay \$1.50 per day, as opposed to the \$1.35 per day they currently pay when utilizing the



resident discount card. With the phasing-out of the discount parking cards, residents would still be able to pay for parking at a discounted rate by instead purchasing pre-paid parking passes. Attached is a draft flyer regarding the details of the pre-paid parking program. Section 496-126 of the City Code would need to be amended in order to eliminate the discounted per day parking rate and introduce the pre-paid parking passes.

**Parking Citation Processing and Collection Services**

At the February 2, 2010 City Council meeting, the City Council approved an agreement with Duncan Solutions, Inc., now called Professional Account Management, LLC, for parking citation processing and collection services. The approval of the agreement followed a competitive procurement request. Below are the proposals that were received at the time:

<u>Company</u>	<u>Year One per ticket amount</u>	<u>Collection Services</u>
Duncan Solutions ✓ Milwaukee, WI	\$2.84	28%
Data Innovations, Inc. Newport Beach, CA	\$3.53	20%
Complus Data Innovations, Inc. Tarrytown, NY	\$3.67	30%
Iparq Santa Barbara, CA	\$9.22	Not provided

✓ Indicates lowest responsible and responsive proposal

The purpose of the RFP was for a contract for software and enforcement hardware used by the City with a web-based, outsourced system of citation issuance and processing, payment acceptance, and administrative adjudication.

The benefits for outsourcing the processing and collection of parking violations include state of the art equipment without capital outlay, and reducing the need to increase personnel to keep pace with this high demand workload.

The scope of services for the outsourcing of the processing and collection of parking violations include:

- Automated citation issuance (five handheld computers with printers)
- Provision, operation and maintenance of a web-based (browser), automated citation management system delivered to existing City desktop PC's via the Internet
- Data entry of citation (manual) and disposition data
- One integrated database to track events in citation and administrative adjudication processes
- Information retrieval from the Department of Motor Vehicles (DMV), local and nationwide
- Fine escalation and late fee assessment

- The generation and mailing of notices related to hearings, late payments, intent to immobilize vehicle and license suspension
- Placement and release of DMV registration suspensions/holds (where applicable)
- On-line inquiry and update
- Provision of a Customer Service Call Center
- Receipt and posting of mail payments
- Optional on-line cashiering
- Internet payment capability
- Interactive Voice Response (IVR) System
- Ticket book inventory and control
- Court/Review Adjudication management and reporting
- Management and statistical reporting for the issuing agencies
- Boot/Tow functionality
- Ad Hoc query and reporting
- Complete citation processing activity audit trail
- Digital Imaging
- Provide information on Adjudication process and scheduling of Hearings and follow-up correspondence
- Local address ticket mailing
- Follow-up collection on delinquent parking citations

*Contract Extension for Parking Citation Processing and Collection Services:*

The parking citation processing contract that the City Council approved in 2010 was a significant step in enhancing the City's parking enforcement system and in improving the collection of unpaid parking fines.

In an effort to continue to the parking enforcement program without disruption, City staff has been negotiating with Professional Account Management, LLC for a contract extension. The attached contract extension would:

- The per ticket amount to \$2.84 that was originally bid in 2010 remains locked for an additional 1 years with subsequent increases determined by the CPI.
- Reduce the collection services fee from 28% to 25% for delinquent collections.
- Provide five (5) new state-of-the art handheld ticket issuance devices, including a five (5) year maintenance and service plan.

Since 2010, the City's ticketing system has become integrated with the parking ticket processing and collection services. The initial roll-out of the services required significant setup and training, including the training of police and finance department staff in enforcement, ticket dispute processing, collection processing and reporting, and financial reporting. After reviewing products offered by other companies, City staff has determined that Professional Account Management, LLC is the only source that can be integrated with the existing City systems without incurring additional extraordinary staff time and expenses.

**Recommendation**

It is staff's recommendation to amend Section 496-126, Parking rates, of the City Code eliminating the discount parking option effective January 1, 2018 and introducing the pre-paid parking passes, adopt a resolution authorizing the City Manager to execute an agreement with Passport, Inc. for parking payment mobile app services, and adopt a resolution authorizing the City Manager to execute contract extension for a five (5) year period, with Professional Account Management, LLC for parking citation processing.

**Votes Required to Pass:**

Simple majority



**DRAFT**

**AN ORDINANCE AMENDING SECTION 496-126 OF  
THE CITY CODE OF THE CITY OF CRYSTAL LAKE**

**BE IT ORDAINED** by the Mayor and City Council of the City of Crystal Lake, McHenry County, Illinois, as follows:

Section I: Amendment. Section 496-126 of the City Code of the City of Crystal Lake is hereby amended in its entirety, so that said Section shall hereafter be and read as follows:

**ARTICLE X Commuter Parking Lots**

**§ 496-126. Parking rates.**

- A. Those lots or portions of lots designated for paid public parking on a daily basis shall have an established rate of \$1.50 per day, or \$1.35 per day, with authorized resident discount card per vehicle per day. Beginning January 1, 2018, those lots or portions of lots designated for public parking on a daily basis shall have an established rate of \$1.50 per day with no discounted daily rate. From 4:00 p.m. to the following day at 2:00 a.m. and on weekends, no fee will be required for those areas designated as daily rate parking.
- B. Parking for those lots or portions of lots designated for paid public parking can also be pre-paid. Pre-paid parking passes are valid for six months and cost \$150. The effective dates of the pre-paid parking passes are July 1st through December 31st, and January 1st through June 30th. Pre-paid parking passes can be purchased anytime within the valid period at a pro-rated price. Pre-paid parking passes can be refunded at a pro-rated price.

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 7<sup>th</sup> day of February, 2017.

APPROVED:

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Aaron T. Shepley, Mayor

ATTEST:

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Nick Kachiroubas, City Clerk

PASSED: February 7, 2017

APPROVED: February 7, 2017

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



DRAFT

## RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE to:

1. Authorize the City Manager to execute a contract extension for a five (5) year period with Professional Account Management, LLC for parking citation processing and collection services.
2. Authorize the City Manager to execute a contract with Passport Parking, Inc. for a mobile phone application for parking services.

Dated this 7<sup>th</sup> day of February, 2017.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

ATTEST

\_\_\_\_\_  
City Clerk

PASSED: February 7, 2017  
APPROVED: February 7, 2017



**Agenda Item No: 13**

**City Council  
Agenda Supplement**

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**Meeting Date:**

February 7, 2017

**Item:**

Master Agreement for the Operation and Maintenance of Commuter Parking Facilities in Crystal Lake

**Staff Recommendation:**

Motion to adopt a resolution authorizing the City Manager to execute an agreement with Metra for the operation and maintenance of commuter parking facilities in the City of Crystal Lake.

**Staff Contact:**

Eric T. Helm, Deputy City Manager

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**Background:**

The City has existing agreements with Metra for the operation and maintenance of various downtown commuter parking lots that are owned by Metra. These agreements allow the City to collect parking revenues in these lots and use this revenue to operate and maintain the lots. All maintenance responsibilities including routine maintenance and capital improvements are the City's responsibility.

As depicted on the map on the following page, the City has this agreement for the Colby Lot (105 spaces) at the Southeast corner of Main Street and Woodstock Street, the Alexander Lot (238 spaces) at the Northeast corner of Walkup Avenue and Woodstock Street, and the Beardsley Street / Ellsworth Lot (59 spaces / 48 spaces) near the intersection of Beardsley Street and Ellsworth Street. All other downtown commuter lots are either owned by the City of Crystal Lake or maintained by the City through an agreement with the Union Pacific Railroad.

## Downtown Metra Owned / City Maintained Commuter Parking Lots



Currently, the City and Metra have three separate agreements for these lots, with different expiration dates. In order to assist in the management of the three different agreements, it is recommended that the three agreements be combined into one master agreement.

Over the last several months, the City has been working with Metra to create the attached master agreement. The general terms and conditions will not be modified. The sections regarding indemnity and hold harmless have been updated per the City's request.

### **Votes Required to Pass:**

Simple majority





DRAFT

**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 master agreement for the operation and maintenance of Commuter Parking Facilities between the City of Crystal Lake and the Commuter Rail Division of the Regional Transportation Authority (Metra).

DATED this 7<sup>th</sup> day of February, 2017.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED:  
APPROVED:



## Agenda Item No: 14

### City Council Agenda Supplement

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**Meeting Date:**

February 7, 2017

**Item:**

Illinois Department of Transportation Work Permit on State Right of Ways

**Staff Recommendation:**

Motion to adopt a resolution to obtain a two year working permit from the Illinois Department of Transportation for City work that is conducted in the State's right of ways.

**Staff Contact:**

Michael Magnuson, Director of Public Works

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**Background:**

The Illinois Revised Statutes requires that any person, firm, or corporation desiring to do work on State maintained right of way must first obtain a written permit from the Illinois Department of Transportation (IDOT). This includes any emergency work on broken watermains or emergency sewer repairs. The City has both sanitary sewer and watermains within the State's right-of-way.

A surety bond is required with each permit application to ensure that all work is completed in accordance with State specifications and that the right of way is properly restored. For permit work to be performed by employees of a municipality, a resolution enacted for up to a two year period, is acceptable in lieu of the surety bond. This resolution does not relieve contractors hired by the municipality from conforming to the normal bonding requirements, nor from obtaining permits.

The City Council previously approved a resolution for a two year working permit from IDOT on July 7, 2015. IDOT has requested that a new resolution be passed for 2017 and 2018. This procedure will reduce staff time and costs as well as reduce the annual paperwork associated with an annual resolution.

**Recommendation:**

The Public Works Department recommends adopting this resolution to obtain a working permit from the Illinois Department of Transportation for two years for City work that is conducted in the State's right of ways.

**Votes Required to Pass:**

Simple Majority



DRAFT

## RESOLUTION

Whereas, the City of Crystal, hereinafter referred to as MUNICIPALITY, located in the County of McHenry, State of Illinois, desires to undertake, in the calendar years 2015 and 2016, the location, construction, operation, and maintenance of driveways and street returns, watermains, sanitary and storm sewers, street light, traffic signals, sidewalk, landscaping, etc., on State highways, within said MUNICIPALITY, which by law and/or agreement come under the jurisdiction and control of the Department of Transportation of the State of Illinois hereinafter referred to as Department, and,

Whereas, as individual working permit must be obtained from the Department prior to any of the aforesaid installations being constructed either by the MUNICIPALITY or by a private person of firm under contract and supervision of the MUNICIPALITY.

NOW, THEREFORE, be it resolved by the MUNICIPALITY:

FIRST: That MUNICIPALITY hereby pledges its good faith and guarantees that all work shall be performed in accordance with the conditions of the permit to be granted by the Department, and MUNICIPALITY shall hold State of Illinois harmless during the prosecution of such work, and shall assume all liability for damages to person or property due to accidents or otherwise by reason of the work which is to be performed under the provisions of said permit.

SECOND: That all authorized officials of the MUNICIPALITY are hereby instructed and authorized to sign said working permit on behalf of the MUNICIPALITY.

DATED this 7th day of February, 2017.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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CITY CLERK

PASSED: February 7, 2017

APPROVED: February 7, 2017



## Agenda Item No: 15

### City Council Agenda Supplement

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**Meeting Date:** February 7, 2017

**Item:** Resolution Supporting the City's Application for Federal Congestion Mitigation and Air Quality (CMAQ) Program Funding for the Improvement of the Route 14 and Virginia Road Intersection

**Staff Recommendation:** Motion to adopt a resolution supporting the City's application for federal Congestion Mitigation and Air Quality (CMAQ) program funding for the improvement of the Route 14 and Virginia Road intersection.

**Staff Contact:** Abigail Wilgreen, City Engineer

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**Background:**

The Congestion Mitigation and Air Quality program provides federal funding to projects that reduce traffic congestion or vehicle emissions. It is distributed to local governments through a competitive grant process. Locally, the Chicago Metropolitan Agency for Planning (CMAP) awards and manages these grants. The City has had several projects funded with CMAQ funds in the past, including;

- Traffic signal interconnection along Route 14 between Route 176 and Woodstock Street
- Addition of sidewalks along East Crystal Lake Avenue and Erick Street
- Addition of various bicycle routes throughout the City

CMAP issues a call for projects annually so new projects can be included in the CMAQ funding program. This year, the City will be submitting an application to improve the Route 14 and Virginia Road intersection.

This intersection has operated at a poor level of service for a while due to the existing traffic volumes. The Virginia Road leg is especially susceptible to significant backups, especially at peak travel times. In addition, there are no pedestrian accommodations and the traffic signal equipment is reaching the end of its useful life. The proposed improvement would add an additional left-turn lane on Virginia Road, an additional eastbound right-turn lane on Route 14 onto Virginia Road, upgrade the traffic signal equipment, and provide pedestrian accommodations where feasible.

The City has had initial discussions with the Illinois Department of Transportation and the McHenry County Division of Transportation (McDOT) regarding this intersection improvement. The McHenry County Transportation Committee approved a letter of support at the February 1, 2017 meeting which assigns responsibilities for various aspects of the improvements and shows the cost participation divisions based on preliminary estimates of cost. A copy of the submitted letter of intent is attached.

The attached resolution outlines the City Council's full support of the grant application and commits City funding for this project, if selected, but it does not allocate any dollars at this time. The Council has adopted this type of resolution in the past when the City has applied for previous grants. Should the City receive the grant, the City's estimated share of the intersection improvement is \$290,400, which is included in the 5-year Capital Plan.

**Votes Required to Pass:**

Simple Majority of the Council



DRAFT

**The City of Crystal Lake Illinois**

**A RESOLUTION APPROVING THE LOCAL MATCH FOR THE  
IMPROVEMENT OF THE ROUTE 14 AND VIRGINIA ROAD INTERSECTION  
THROUGH THE CONGESTION MITIGATION AND AIR QUALITY  
PROGRAM**

WHEREAS, the City of Crystal Lake is located in the region served by the Chicago Metropolitan Agency for Planning (CMAP); and

WHEREAS, CMAP administers the federal Congestion Mitigation and Air Quality (CMAQ) funding program for the area it serves; and

WHEREAS, CMAP has an open call for new projects to include in the CMAQ program; and

WHEREAS, the City has a significant congestion problem at the intersection of Route 14 and Virginia Road due to existing traffic volumes; and

WHEREAS, future planned developments will add additional traffic volumes to this intersection, increasing the already congested intersection; and

WHEREAS, the City has identified improvements that could be done to this intersection that will greatly reduce the existing congestion; and

WHEREAS, CMAQ funds will greatly reduce the local burden of improving this regionally important intersection; and

WHERE, the City intends on submitting an application to request for CMAQ funding to improve the intersection; and

WHEREAS, the City has approached McHenry County, through its Division of Transportation, to collaborate on the improvement to this intersection; and

WHEREAS, McHenry County is fully supportive of the improvement and the City's application for CMAQ funding for improving this intersection, and approved a letter of intent on February 1, 2017 that formalizes their support.

**NOW THEREFORE BE IT RESOLVED** that the City of Crystal Lake applies for CMAQ funding for the improvement of Route 14 and Virginia Road.

**BE IT FURTHER RESOLVED** that the City of Crystal Lake hereby agrees that it will allocate the required local match so long as the project is placed in the CMAQ funding program.

DATED at Crystal Lake, Illinois, this 7<sup>th</sup> day of February, 2017.

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

BY: \_\_\_\_\_  
MAYOR

SEAL

ATTEST:

\_\_\_\_\_

CITY CLERK

PASSED: February 7, 2017

APPROVED: February 7, 2017





**Agenda Item No: 16**

**City Council  
Agenda Supplement**

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**Meeting Date:** February 7, 2017

**Item:** State of Illinois Joint Purchase Contract for Mobile Data Computers for Public Safety Vehicles

**Staff Recommendation:** Motion to adopt a resolution authorizing the City Manager to execute an agreement with CDS Office Technologies for the purchase of ten (10) mobile data computers in the amount of \$29,750.00 through the State of Illinois Joint Purchasing Program.

**Staff Contact:** Gregory A. Fettes, Director of Information Technology

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**Background:**

Every year, as a part of the budget preparation process, Information Technology staff review the City's inventory of Mobile Data Computers with the Public Safety Departments, in concert with long-term planning for equipment replacement, to determine the necessity for replacements during the next Fiscal Year. As a part of this review, age of the equipment and the types of repair orders received over the course of the unit's lifetime are all taken into consideration.

Mobile Data Computers are utilized in both Police and Fire Rescue Department vehicles to provide computer aided dispatching, communications and geographic information system information in the vehicles. In addition, the Mobile Data Computers provide the ability for report writing and computer aided citation issuance as well.

The typical replacement cycle for Mobile Data Computers that are in continuous use is generally every four (4) to five (5) years. As a computer ages, particularly machines that are in continuous use, their electronic components deteriorate. This component deterioration can be hastened and made worse through the challenging conditions encountered by Public Safety vehicles, namely the extremes of heat and cold experienced throughout the year and the constant vibration experienced as the vehicle is driven. The most noticeable result of electronic component deterioration is a marked increase in component failures and a significant slowdown in the performance of the machines.

The current Fiscal Year budget provides for the replacement of seven (7) Mobile Data Computers in the Police Department and three (3) Mobile Data Computers in the Fire Rescue Department. The Panasonic CF-54 Toughbook laptop (14" screen) has been evaluated and determined to meet the needs of the departments, at a lower cost than the previously utilized laptops.

State Joint Purchasing contracts which have been publicly procured by the State of Illinois, have been awarded to CDS Office Technologies for Mobile Data Computer Technology. The hardware in the State Joint Purchase contracts is Panasonic Toughbook branded hardware. The City has utilized Panasonic hardware in public safety vehicles for many years with excellent results.

Sufficient funding is available in the FY2016-2017 budget for this project.

**Recommendation:**

It is the recommendation of Information Technology to purchase ten (10) mobile data computers from CDS Office Technologies in the amount of \$29,750.00 through the State of Illinois Joint Purchasing Program.

**Votes Required to Pass:**

Simple Majority



**DRAFT**

**RESOLUTION**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the City is authorized to participate in the State of Illinois Joint Purchasing Program and that the City Manager is authorized to execute a contract with CDS Office Technologies for the purchase of ten (10) mobile data computers in the amount of \$29,750.00 from the State of Illinois Joint Purchasing Program.

**DATED** this 7<sup>th</sup> day of February, 2017.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED: February 7, 2017  
APPROVED: February 7, 2017



**Agenda Item No: 17**

**City Council  
Agenda Supplement**

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**Meeting Date:** February 7, 2017

**Item:** Well #11 Maintenance & Repair

**Staff Recommendation:** Motion to award the bid for maintenance and repair work on Well #11 to the lowest responsive, responsible bidder, Water Well Solutions, and adopt a resolution authorizing the City Manager to execute a contract with Water Well Solutions in the submitted bid amounts with a 10% contingency for unforeseen expenses.

**Staff Contact:** Michael Magnuson, P.E., Director of Public Works

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**Background:**

On January 26, 2017, the City of Crystal Lake publicly opened and read aloud the bids received to perform maintenance and repair work to the City's Well #11. Well #11 is located at Water Treatment Plant #4 (400 Knaack Blvd.) and was last serviced in 2009. This well's pumping capacity has been declining over the past several months which is an indication that the components are in need of routine maintenance and repair work.

The following table includes bid pricing for the Well #11 project. Staff's estimate was \$45,000.00:

<b>Bidder</b>	<b>Total Bid</b>
√ Water Well Solutions Oconomowoc, WI	\$34,360.00
Municipal Well & Pump Waupun, WI	\$36,639.00
Layne Christensen Aurora, IL	\$ 41,287.00
Great Lakes Water Resources Joliet, IL	\$43,477.19

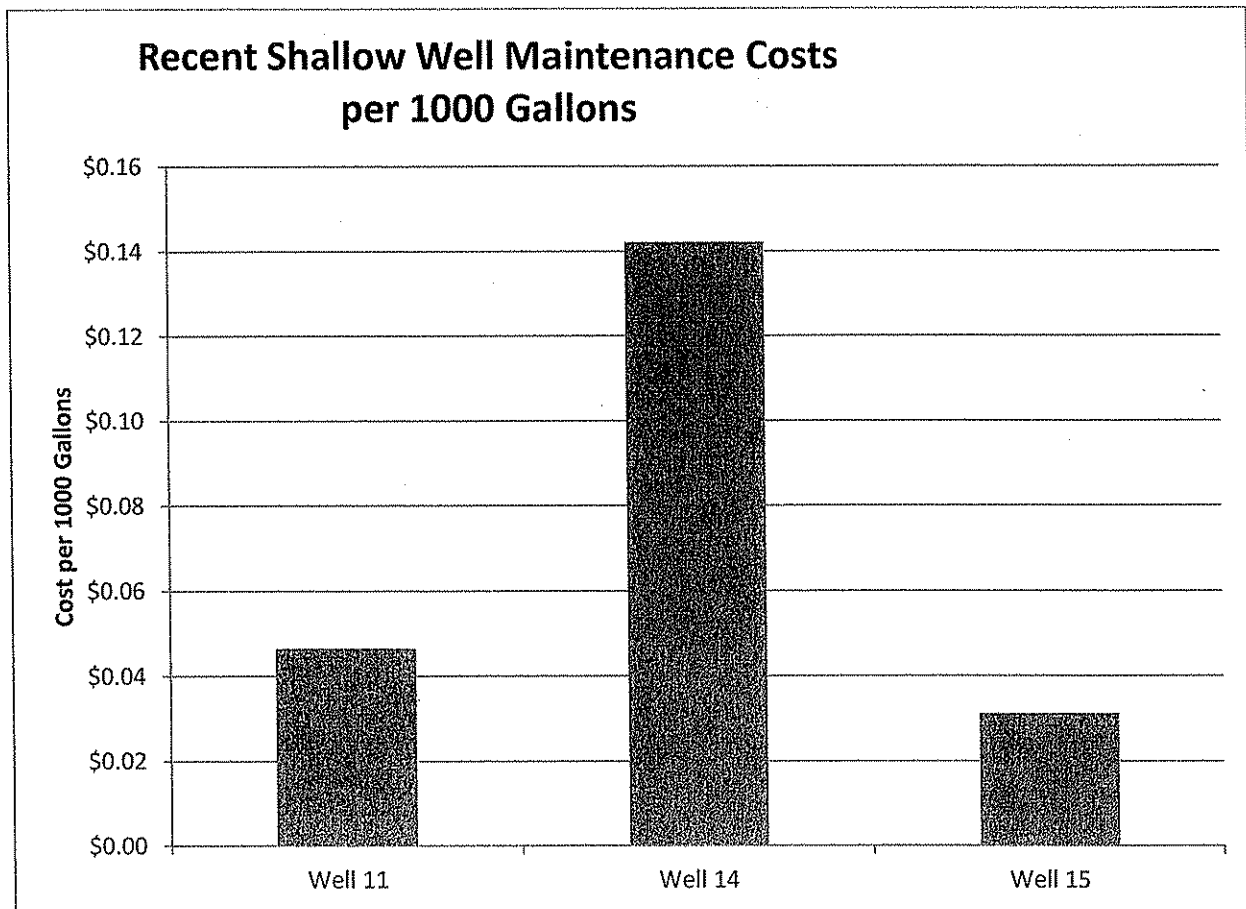
√ Indicates the lowest responsive and responsible bidder

The bid price includes maintenance and repair work as well as inspection of all equipment, replacement/ repairs (if required based on inspection) and chemical treatment work required before placing the well back into service.

The Public Works Department tracks and reviews well rehabilitation and repair costs on a per 1,000 gallons pumped basis since not all wells are utilized the same. Deep wells are utilized to pump larger volumes of water compared to shallow wells. The Department's tracking of costs "per thousand gallons pumped" along with pump run time (hours of operation) are two the metrics Public Works staff uses to monitor costs and make decisions on well operations.

All of the wells in Crystal Lake obtain their source water from geologic layers consisting of sand and gravel (shallow wells) or glacial sandstone (deep wells). The fine sand present in these deposits damages the pumping equipment over time, which results in the need to rehabilitate or replace components. Sand in our source water is an operating challenge for the City that is managed daily by staff.

Well #11 is a shallow well that has produced more than 590 million (590,000,000) gallons of water since it was last serviced in 2009. Well #11 is currently averaging 488 gallons per minute (GPM) compared to a deep well, such as Well #16 that averages 709 GPM. The rehab cost per 1,000 gallons pumped at Well #11 is currently \$0.06 and is relatively low compared to other shallow wells in the City (see graph below).



When performing repairs and maintenance on a submersible well pump, predicting the required repair and rehabilitation cost is impossible to calculate until all pumping equipment has been removed, disassembled, and inspected. To provide the City with a competitive cost, vendors were requested to submit bid pricing that includes hourly labor rates, material pricing, and equipment cost for possible repairs and services that may be needed.

In addition, well chemical treatment work was specified in the bid to improve water production and remove nuisance bacteria.

**Recommendation:**

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. Water Well Solutions has submitted the lowest responsive and responsible bid per the specifications stated in the bid document and based on a typical scenario and anticipated repairs needed. The Public Works Department staff has used Water Well Solutions for other projects and they have been a very responsive contractor. It is the recommendation of staff to award the bid to the lowest responsive, responsible bidder, Water Well Solutions to perform the work on Well #11, in accordance with the terms and conditions of the bid document.

There are sufficient funds in the FY 2016/17 Budget for this expense.

**Votes Required to Pass:**

Simple Majority



DRAFT

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 contract between the CITY OF CRYSTAL LAKE and Water Well Solutions for Well #11 maintenance and repair in the amount bid, with a 10% contingency.

DATED this 7<sup>th</sup> day of February, 2017

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED: February 7, 2017  
APPROVED: February 7, 2017



**Agenda Item No: 18**

**City Council  
Agenda Supplement**

**Meeting Date:** February 7, 2017

**Item:** Well #16 Maintenance & Repair

**Staff Recommendation:** Motion to award the bid for maintenance and repair work on Well #16 to the lowest responsive, responsible bidder, Municipal Well & Pump, and adopt a resolution authorizing the City Manager to execute a contract with Municipal Well & Pump in the submitted bid amounts with a 10% contingency for unforeseen expenses.

**Staff Contact:** Michael Magnuson, Director of Public Works

**Background:**

On January 26, 2017, the City of Crystal Lake publicly opened and read aloud the bids received to perform maintenance and repair work to the City's Well #16. Well #16 is located at Water Treatment Plant #5 (8701 Bard Rd.), and was last serviced in 2014. This well's pumping capacity has been declining over the past several months which is an indication that the components are in need of routine maintenance and repair work.

The following table includes bid pricing for the Well #16 project. The staff estimate was \$180,000:

<b>Bidder</b>	<b>Total Bid</b>
√ Municipal Well & Pump Waupun, WI	\$169,894.00
Water Well Solutions Elburn, IL	\$180,523.50
Great Lakes Water Resources Joliet, IL	\$184,194.00
Layne Christensen Aurora, IL	\$214,541.00

√ Indicates the lowest responsive and responsible bidder

The bid price includes maintenance and repair work as well as inspection of all equipment, replacement/ repairs (if required based on inspection) and chemical treatment work required before placing the well back into service.

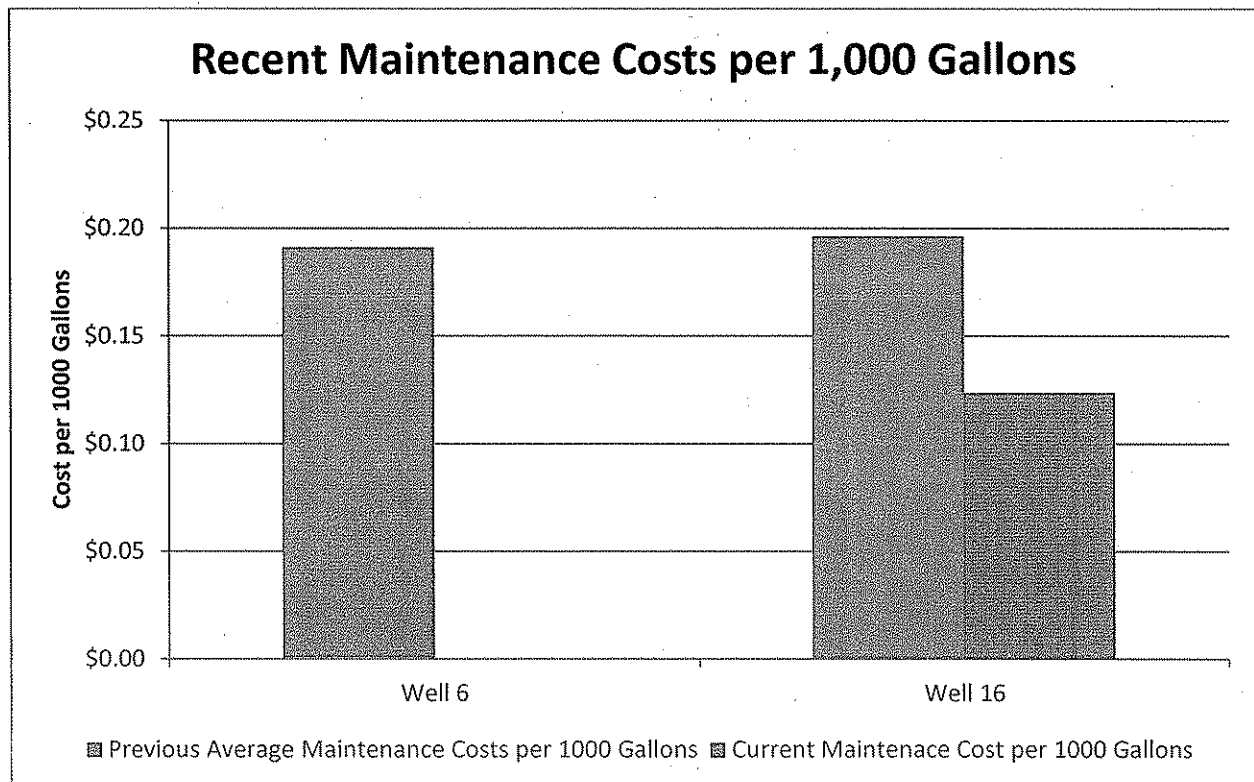


The Public Works Department tracks and reviews well rehabilitation and repair costs on a per 1,000 gallons pumped basis since not all wells are utilized the same. Deep wells are utilized to pump larger volumes of water compared to shallow wells. The Department's tracking of costs "per thousand gallons pumped" along with pump run time (hours of operation) are two the metrics Public Works staff uses to monitor costs and make decisions on well operations.

All of the wells in Crystal Lake obtain their source water from geologic layers consisting of sand and gravel (shallow wells) or glacial sandstone (deep wells). The fine sand present in these deposits damages the pumping equipment over time, which results in the need to rehabilitate or replace components. Sand in our source water is an operating challenge for the City that is managed daily by staff.

Well #16 is one of the City's four deep wells and has produced over 965 million (965,000,000) gallons of water since it was last serviced in 2014. Well 16 is the second highest producing well and is utilized heavily to meet summer demands. This well has been taken out of service three times since 2006. Public Works staff has adjusted operation at well 16 to minimize sand intrusion. Instead of stopping and starting the well as needed (creates turbulence that stirs up sand at the well bottom) staff has been running well 16 continuously at a lower pumping rate. This lower continuous rate has reduced the time between pump rehabilitations. Other sand removal options have been investigated. These options are equal to or more expensive than the rehabilitation costs and there is no guarantee they will result in longer operations between rehabilitations.

The current maintenance costs per 1,000 gallons for Well #16 is comparable to other wells (this graph also illustrates that current strategies have reduced costs for Well #16 compared to previous strategies).



When performing repairs and maintenance on a submersible well pump, predicting the required repair and rehabilitation cost is impossible to calculate until all pumping equipment has been removed, disassembled, and inspected. To provide the City with a competitive cost, vendors were requested to submit bid pricing that includes hourly labor rates, material pricing, and equipment cost for possible repairs and services that may be needed.

**Recommendation:**

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. Municipal Well and Pump has submitted the lowest responsive and responsible bid per the specifications stated in the bid document and based on a typical scenario and anticipated repairs needed. The Public Works Department staff has used Municipal Well and Pump for other projects and they have been a very responsive contractor. It is the recommendation of staff to award the bid to the lowest responsive, responsible bidder, Municipal Well and Pump to perform the work on Well #16, in accordance with the terms and conditions of the bid documents.

There are sufficient funds in the FY 2016/17 Budget for this expense.

**Votes Required to Pass:**

Simple Majority



DRAFT

**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 contract between the CITY OF CRYSTAL LAKE and Municipal Well and Pump for Well #16 maintenance and repair in the amount bid, with a 10% contingency.

DATED this 7<sup>th</sup> day of February, 2017

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED: February 7, 2017  
APPROVED: February 7, 2017