



CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
June 6, 2017
7:30 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Proclamation – Crystal Lake Public Library Summer Reading Program
5. Approval of Minutes – May 16, 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. St. Thomas the Apostle Church – Special Event Approval for an outdoor mass and picnic, including the closure of part of Lake Street on Sunday, July 30, 2017.
 - b. Land Conservancy of McHenry County- Special Event Approval for the Crystal Lake Night Owl Bike Ride on August 5 through 6, 2017.
 - c. Kiwanis Club – Special Event Approval for the Santa Run on December 3, 2017.
 - d. Adoption of the June 2017 Prevailing Wage Resolution.
11. G&M Manufacturing, 111 S. Main Street - Sign Variation for a directional sign.
12. Geske and Sons, Inc., 4020 Northwest Highway – County Zoning Request for a renewal of the existing Conditional Use Permit for recycling of asphalt and concrete and an asphalt batching plant.
13. Resolution authorizing the execution of an amendment to extend the contract with Andres Medical Billing, Ltd. for ambulance billing services for a period of four years.
14. Resolution authorizing the execution of an agreement with Fox Valley Fire & Safety, Inc. for the purchase, installation and maintenance of a redundant system for the Crystal Lake Wireless Alarm Network.
15. Proposal award to Ron Jones Electric, Inc. for Electrical Services for Water and Wastewater buildings and other City facilities.

16. **Intergovernmental Agreement with McHenry County and Crystal Lake Park District for Bike Route Connections on Ackman Road and Huntley Road.**
17. **Council Inquiries and Requests.**
18. **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.**
19. **Reconvene to Regular Session.**
20. **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**

Meeting Date:

June 6, 2017

Item:

St. Thomas the Apostle Church Outdoor Mass and Picnic

Staff Recommendation:

Motion to approve the St. Thomas the Apostle Church's application for a special event permit for an outdoor mass and picnic, including the closure of part of Lake Street, on Sunday, July 30, 2017 pursuant to the recommended conditions.

Staff Contact:

Michelle Rentzsch, Director of Community Development

Background:

The City has received a special event application from St. Thomas the Apostle Church for their annual outdoor mass and picnic. The event is scheduled for Sunday, July 30, 2017 from 7:00 a.m. until 6:00 p.m. The request includes permission to close Lake Street between Washington Street and the western portion of the St. Thomas the Apostle Church property. Closing Lake Street would make it safer for the participants to move between the St. Thomas school area to the parking lot and grassy area across the street from the school, as well as provide for adequate time for setup and cleanup. The City Council has approved similar requests annually since 2013.

City staff has reviewed the petitioner's request and does not have concerns regarding the event and the closure of Lake Street, providing the following conditions are met:

- 1) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. In addition, a "Local Traffic Only" sign must be placed temporarily at the entrance to Lake Street from Dole Avenue.
- 2) The petitioner must send a notice to all affected property owners along Lake Street.
- 3) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.

- 4) Local traffic access to Lake Street must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 5) All debris created by the event shall be cleaned up during and after the event.
- 6) Provide 20-foot access lane(s) for emergency vehicles to gain access to the building, Fire Department Connection, and the event site.
- 7) Fire hydrants located on or near the property of the event must remain unobstructed and "No Parking" signs posted.
- 8) The use of a tent or tents was indicated on the application but not on the site map. Tents and canopies used for this event must comply with City's tent requirements.
- 9) Generators, if used, shall be a minimum of 20 feet from any tents/canopies and protected from the public by fencing, enclosure, or other approved means.
- 10) Any barricades used to restrict traffic or pedestrians must be easily moveable or manned by event staff should an emergency occur during the event hours.
- 11) The petitioner will contact the Fire Prevention Bureau three days prior to the event to schedule a site/tent inspection, or if you have any questions or concerns regarding this review.
- 12) Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division. Please contact the Building Division regarding signage to be used in conjunction with the event.
- 13) In the case of inclement weather, an alternate date can be approved by the City Manager.

The petitioner has agreed to meet these conditions. The special event application is attached for more information about the event.

Votes Required to Pass:

Simple majority of City Council present.



Agenda Item No: 10b

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	June 6, 2017
<u>Item:</u>	The Crystal Lake Night Owl Bike Ride
<u>Staff Recommendation:</u>	Motion to approve the Land Conservancy of McHenry County's application for a special event permit for the Crystal Lake Night Owl Bike Ride on August 5 through 6, 2017 pursuant to the recommended conditions.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development

Background:

In an effort to promote bicycling as a viable transportation alternative in a unique and fun environment, The Land Conservancy of McHenry County will be hosting their annual Crystal Lake Night Owl Bike Ride, an overnight bike ride through the City between Saturday, August 5, 2017 and Sunday, August 6, 2017. After the application was submitted, the event organizers requested that the times of the event be altered to appeal to more families. This year's event will begin at 10:00 p.m. and finish around 1:00 a.m. There is no rain date scheduled in case of inclement weather.

The proposed bike ride route is approximately 15 miles long. The route has a slight modification from last year's route. This year, the organizers are proposing to route the ride through the Wedgwood subdivision rather than along Huntley Road. This re-route is to take advantage of the new multi-use path along Country Club Road. The route makes use of many existing bike paths and bike routes throughout the City. The ride is open to riders of all ages, and has a limit of 500 riders.

The applicant is requesting use of the City Hall front parking lot for staging and start/end of the event. Entrances to the parking lot would remain open during the event. Participants will use the former public safety building parking lot at 121 W. Woodstock Street and the west end of the Alexander Commuter parking lot for parking during the event. Similar to previous years, City Hall will be open for access to restroom facilities.

City staff has reviewed the petitioner's request and does not have concerns regarding the event, providing the following conditions are met:

- 1) The City will have flexibility in altering the course based on any concerns that may arise.
- 2) Participants shall obey all traffic laws.
- 3) The organizers will advise participants to ride in one lane and allow space for cars to pass in the other lane.
- 4) Amplified music will not be allowed in the City Hall parking lot in conjunction with the event.
- 5) Volunteers shall carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
- 6) The event organizers shall coordinate with the Crystal Lake Police Department regarding assistance during the event.
- 7) This event will require three officers to direct traffic and race participants throughout City streets. Please contact the Police Department by July 1, 2017 to determine/arrange for police officers for traffic control, lead vehicle, etc. The applicant shall be responsible for paying for Crystal Lake Police Services.
- 8) All debris created by the event shall be cleaned up during and after the event.
- 9) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
- 10) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department (815-356-3640) for further review.
- 11) Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division.
 - a. Please contact the Building Division regarding signage to be used in conjunction with the event.
 - b. Ensure that all signage used for the event does not block the line of sight of vehicles exiting the parking lot.
- 12) In the case of inclement weather, an alternate date can be approved by the City Manager.

This event will require three officers to be located at various intersections throughout the route. Also for the safety of the participants a lead vehicle and trail car will also be required. The Police Department estimates the chargeback fee for the police detail to be about \$576.72. The applicant paid for Police services during previous years' events.

The petitioner has agreed to meet these conditions. The event application requesting approval for the use of City Hall, information regarding the event, and a map indicating the routes have been attached for City Council consideration.

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 10c

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	June 6, 2017
<u>Item:</u>	Annual Kiwanis Santa Run
<u>Staff Recommendation:</u>	Motion authorizing the Kiwanis Club's application for a special event permit for the Santa Run on December 3, 2017 subject to the recommended conditions.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development

Background:

The Raue Center for the Arts, in cooperation for with the Crystal Lake Kiwanis Club, is in the process of planning the annual Santa Run. The run will take place in Downtown Crystal Lake on December 3, 2017.

The event includes a 5K run and 1 mile run/walk. The proceeds of this fundraiser benefit several local charities, including the Kiwanis Club of Crystal Lake, Turning Point, and Big Brothers Big Sisters. As part of the event, the organizers are requesting the closure of Williams Street between Woodstock Street and Crystal Lake Avenue between 6:00 a.m. and 10:30 a.m.

City staff has reviewed the petitioner's request and does not have concerns regarding the street closures, providing the following conditions are met:

- 1) No items shall be located on the sidewalks.
- 2) Parking should be restricted along the east side of Grant Street and south side of Woodstock Street in addition to the closed portion of Williams Street.
- 3) Signs indicating the road closure to be posted a minimum of 24 hours prior to the event and in the locations designated by the Police Department. Traffic control and signage may be required throughout the 5K and 1-mile race course. The petitioner shall meet with the City's Police, Community Development, and Public Works Departments to discuss signage needed.
- 4) Organizers are to contact the Police Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.

- 5) The barricades on Brink Street shall be placed near the alley entrances, instead of the Williams Street intersection, to avoid cars getting trapped at the closure points with no room to turn around. Also, place barricades or cones on the south end of Williams Street to help delineate the limits of the temporary vehicle restriction for pedestrians/event visitors.
- 6) Add cones or other physical separation for the temporary "runners lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
- 7) All directly affected businesses and residents on North Williams Street shall be notified in advance of the road closure.
- 8) An insurance and hold harmless agreement needs to be provided to the City of Crystal Lake prior to the event.
- 9) Streets along the race route will not be closed. There are several churches in the neighborhoods the 5K race passes through.
- 10) Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
- 11) Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
- 12) Streets are not to be marked with paint or any permanent materials.
- 13) The site shall be inspected the morning of the event for compliance with canopy spacing (if applicable) and electrical connections. A site visit complete by November 24 is recommended to address any problems prior to race day, including but not limited to spacing of the canopies/tents, positioning of the garbage cans, etc.
- 14) An access lane greater than 13 feet is required for access to Williams Street by aerial ladder.
- 15) Should the Raue Center be used for the award ceremony, the occupancy limit shall not be exceeded during the award ceremony.
- 16) This event will require one supervisor and nine officers and a minimum of five volunteers to direct traffic and race participants throughout City streets. If no volunteers are willing and/or able to participate, the additional locations will need to be covered by officers. Volunteers must wear traffic safety vests, and have the ability to communicate via radio or cellular telephone with organizers and police in the event of an emergency. Please contact the Police Department by November 2, 2017 to determine/arrange for Police Officers for traffic control, lead vehicle, etc. Unless waived by the Council, the applicant shall be responsible for paying for the officers.
- 17) Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
- 18) All trash shall be picked up along the race route, as well as in the downtown area.
- 19) The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
- 20) A temporary sign permit shall be obtained from the Building Division for any signage/banners.
- 21) No smoking, as well as cooking or open flames shall be permitted under the canopies/tents.

The Police Department estimates that the charge back fee for the Police detail will be about \$1,632. The event organizers will be responsible for reimbursing the Police Department for the detail.

The petitioner has agreed to meet these conditions. The event application requesting approval for the road closures, information regarding the courses, and a map indicating the race routes have been attached for City Council consideration.

Votes Required to Pass:

Simple majority of City Council present.



Agenda Item No: 10d

**City Council
Agenda Supplement**

Meeting Date: June 6, 2017

Item: Prevailing Wage Resolution

Staff Recommendation: Motion to adopt a resolution establishing Prevailing Wage

Staff Contact: Julie Meyer, Director of Human Resources

Background:

Each year during the month of June, the City must obtain a copy of the prevailing wages from the Illinois Department of Labor and adopt a resolution requiring that the prevailing rates be paid. Attached is a copy of the Resolution and the McHenry County Prevailing Wages for June 2017.

Votes Required to Pass:

Simple majority vote of the City Council.

DRAFT



The City of Crystal Lake Illinois

A RESOLUTION ASCERTAINING THE PREVAILING RATE OF WAGES FOR LABORERS, MECHANICS, AND OTHER WORKERS ENGAGED IN THE CONSTRUCTION OF PUBLIC WORKS UNDER THE JURISDICTION OF THE CITY OF CRYSTAL LAKE.

WHEREAS, the State of Illinois has enacted "An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works." Approved June 26, 1941, codified as amended, 820 ILCS 130/1. (1993), formerly Ill. Rev. Stat., Ch. 48, par. 39s-1 et seq.; and

WHEREAS, the aforesaid ACT requires that the CITY OF CRYSTAL LAKE, McHenry County, investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of McHenry County employed in performing the construction of public works for said CITY OF CRYSTAL LAKE.

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

SECTION 1: To the extent and as required by "An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the CITY OF CRYSTAL LAKE is hereby ascertained to be the same as the prevailing rate of wages for construction work in the McHenry County area as determined by the Department of Labor of the State of Illinois as of June 2015, a copy of that determination being attached hereto and incorporated herein by reference. As required by said ACT, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the CITY OF CRYSTAL LAKE. The definition of any terms appearing in this Resolution which are also used in the aforesaid ACT shall be the same as in said ACT.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the CITY OF CRYSTAL LAKE to the extent required by the aforesaid ACT.

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SECTION 3: The CITY OF CRYSTAL LAKE City Clerk shall publicly post or keep available for inspection by any interested party in the main office of the CITY OF CRYSTAL LAKE this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The CITY OF CRYSTAL LAKE City Clerk shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The CITY OF CRYSTAL LAKE City Clerk shall promptly file a certified copy of this Resolution with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The CITY OF CRYSTAL LAKE City Clerk shall cause to be published in a newspaper of general circulation within the area a copy of this Resolution, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED this 6th day of June 2017.

APPROVED:

MAYOR

(SEAL)

ATTEST:

CITY CLERK

PASSED:

APPROVED:



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date:

June 6, 2017

Item:

Sign Variation for G & M Manufacturing for a directional sign to allow:

A) sign height of 3 feet 8 inches high instead of the required maximum of 3 feet, and

B) sign area of 17 square feet instead of the required maximum of 4 square feet.

Petitioner:

Nonna Kofman, petitioner
111 S. Main Street

Staff Recommendation:

City Council Discretion:

A. Motion to approve an ordinance with the recommended conditions for the variations as requested.

B. Motion to deny the variation request.

Staff Contact:

Michelle Rentzsch, Community Development Director

Background:

- The property is an existing manufacturing building. Currently, two signs exist on the property, with one being the main tenant sign and the second being a directional sign for the secondary driveway.

Analysis

- The petitioner is requesting a variation to increase the size of the directional sign to improve visibility to trucks utilizing this entrance for deliveries. Often trucks do not see the sign and try to enter the main driveway and then are forced to turn around inside the parking lot. The larger sign size would be more visible and clearly denote the truck entrance.

The City Council can grant a variation from the requirements of the Ordinance to overcome an exceptional condition which poses practical difficulty or particular hardship in such a way as to prevent the display of a sign as intended by the Ordinance and where the following standards are met:

- A. The proposed variation will not serve merely as a convenience, but alleviate some demonstrable and unusual hardship.
- B. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood. The proposed variation will not by itself, or with other signs, contribute to the creation of a visual distraction which may lead to personal injury or a substantial reduction in the value of the property.
- C. The proposed variation is in harmony with the intent, purpose and objectives of the Ordinance.

If a recommendation is made, the following conditions are suggested:

- 1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Kofman, received 05/26/17)
 - B. Sign Plan (Signarama, received 05/26/17)
- 2. The petitioner shall address all of the review comments and requirements of the Community Development Department.

Votes Required to Pass: Simple majority vote

DRAFT

Ord. No.
File No.



The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A SIGN VARIATION FOR
G & M MANUFACTURING, 111 S. MAIN STREET**

WHEREAS, pursuant to the terms of the request (File #2017-16) before the City of Crystal Lake, the Petitioner has requested a sign variation for a directional sign to allow: A) sign height of 3 feet 8 inches high instead of the required maximum of 3 feet, and B) sign area of 17 square feet instead of the required maximum of 4 square feet for G & M Manufacturing; and

WHEREAS, a hearing of the request was held before the City of Crystal Lake City Council in the manner and in the form as prescribed by Ordinance and Statute; and

WHEREAS, as a result of said hearing, the City Council made a motion to approve the sign variation as requested; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the sign variation be granted as requested,

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS, as follows:

SECTION I: That a sign variation be granted for a directional sign to allow: A) sign height of 3 feet 8 inches high instead of the required maximum of 3 feet, and B) sign area of 17 square feet instead of the required maximum of 4 square feet for G & M Manufacturing located at 111 S. Main Street (PIN 19-04-101-007), Crystal Lake, Illinois with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Kofman, received 05/26/17)
 - B. Sign Plan (Signarama, received 05/26/17)

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2. The petitioner shall address all of the review comments and requirements of the Community Development Department.

SECTION II: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the granting of Variations in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this 6th day of June, 2017.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: June 6, 2017

Approved: June 6, 2017



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date:

June 6, 2017

Item:

COUNTY ZONING REQUEST

Geske and Sons, Inc.
4020 Northwest Hwy

Recommendation:

City Council's discretion.

- a) Motion to object to the proposed renewal of the Conditional Use Permit, directing staff to proceed with an objection at the County Zoning Board of Appeals meeting.
- b) No action.

Staff Contact:

Michelle Rentzsch, Community Development Director

Background:

- As is customary with County Zoning requests within the City's mile and a half planning jurisdiction, the City received notice of this request. This property is contiguous with the city's municipal boundary.
- The property in question consists of approximately 16.7 acres and is zoned "I-1" Light Industrial District with a Conditional Use Permit for an asphalt batching plant and recycling of asphalt and concrete.

Request:

- The petitioners are requesting to renew the Conditional Use Permit for recycling of asphalt and concrete and an asphalt batching plant in order to allow the existing uses to remain. There is no proposed change of use or site improvements in this request. Conditional Use Permits are valid for 10 years, unless an extension is requested at the time of approval.
- The property is not within the Crystal Lake Watershed and staff has no concerns with this request.

Votes Required to Pass:

A simple majority vote.



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date:

June 6, 2017

Item:

Amendment of Contract for Medical Billing Services Contract

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute an amendment to extend the contract with Andres Medical Billing, Ltd. for ambulance billing services for a period of four (4) years.

Staff Contact:

Paul DeRaedt, Fire Rescue Chief
George Koczwara, Director of Finance

Background:

At the August 20, 2013 City Council meeting, the City Council awarded a proposal for medical billing services to the lowest responsible and responsive proposer, Andres Medical Billing, Ltd. for a four-year term.

As part of the awarded contract, Andres Medical Billing provides medical billing services to the City for ambulance transports throughout the year by the Fire Rescue Department. The program enhances customer service by providing customers with modern technology billing processes and procedures, filing with Medicare, Medicaid, and other private insurance carriers, processing of claims, account processing and account submission to a collection agency, if necessary. The contract awarded to Andres Medical Billing is based on a percentage (5%) of the net ambulance transportation billing collected.

Although the contract provided for a four-year term, the bid specifications which were distributed when this project was first bid, and which are incorporated by reference in the contract between the City and Andres Medical Billing, provides that the term of the agreement was subject to review. Andres Medical Billing has agreed to extend the agreement for an additional four-year term for the same pricing and upon the same terms and conditions provided in the original contract.

Recommendation:

The Finance Department and the Fire Rescue Department has been pleased with the ambulance billing services that Andres Medical Billing has provided and recommends that the Mayor and City Council authorize the City Manager to execute an amendment which would extend the contract for an additional period of four-years, subject to the same pricing, terms and conditions of the original contract. The proposed amendment would also allow the City to exercise an option for an additional four-year extension at the end of the contract term. Attorney Pardys has reviewed this matter.

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 is hereby authorized and directed to execute and the City Clerk is hereby directed to attest, an amendment to the contract with Andres Medical which will extend the contract for an additional period of four (4) years and provide the City with an option for an extension of the contract for an additional four (4) year period

DATED this 6th day of June, 2017

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: June 6, 2017
APPROVED: June 6, 2017



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date:

June 6, 2017

Item:

Crystal Lake Wireless Alarm Network Redundancy

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute an agreement with Fox Valley Fire & Safety, Inc. for the purchase, installation and maintenance of a redundant system for the Crystal Lake Wireless Alarm Network (CLWAN) in the amount of \$97,350 with a 10% contingency for unforeseen costs.

Staff Contact:

Paul DeRaedt, Fire Rescue Chief

Background:

On October 5, 2010, the City entered into an agreement with Fox Valley Fire & Safety, Inc. ("Fox Valley") to construct and maintain the Crystal Lake Wireless Alarm Network (CLWAN). The agreement was extended in 2015 for an additional 5 years. The CLWAN system has proven to be a successful venture for the City and the business community.

Since moving to a radio transmitted reporting system from the previous copper phone lines, the Fire Rescue Department has seen a near elimination of false alarms related to the reporting method. Additionally, many business owners have reported their positive experience with the CLWAN system. Before CLWAN, when a false alarm was reported, the business owner would have to contact their alarm company for service, only to find out it was a phone line issue. The business owner then would incur an unnecessary cost for bringing his alarm contractor out for a service call. With the CLWAN system, we are able to quickly determine if the problem is with the business owners alarm panel or the City's radio. This system eliminates that unnecessary service call for the business owner.

Also, when a business' alarm panel malfunctions, we are able to quickly identify the issue and work with the business owner to ensure the alarm panel gets back in service quickly. Under the previous reporting system, an alarm panel could be malfunctioning for weeks or months with the Fire Rescue Department or the business not being aware of a problem. The CLWAN system helps ensure a business' fire alarm system is properly protecting the business and its occupants.

A need was recognized for a redundant system to be established in order to monitor the CLWAN in the event of a catastrophic failure (fire, flood, severe weather, cyber-attack, etc.) with the main system located in the Municipal Complex. This redundant system will allow uninterrupted monitoring protection and safety for the over 400 businesses should a catastrophic failure occur.

In order to complete a redundant system, additional receiving equipment and monitoring software are needed. This system will be located at a remote location from the Municipal Complex (Fire Station #3 at 844 Virginia Road). Annual maintenance costs associated with this redundant system mirror that of the CLWAN system. The cost for the redundant system will be \$97,350.

The Procurement Officer has reviewed the proposed agreement and has determined that Fox Valley Fire & Safety, Inc. is the sole source for providing the backup system that will work seamlessly with the primary system.

Recommendation:

The Fire Rescue Department recommends that the Mayor and City Council authorize the City Manager to execute an agreement for the purchase, installation, and maintenance of the redundant alarm monitoring equipment for CLWAN with the City's current contracted service provider, Fox Valley Fire & Safety, Inc in the amount of \$97,350 with a 10% contingency for unforeseen costs. Attorney Pardys has reviewed this matter.

Votes Required to Pass:

A simple majority vote



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and is hereby authorized to enter into an agreement with Fox Valley Fire & Safety, Inc. for the purchase, installation, and maintenance of a redundant system for the Crystal Lake Wireless Alarm Network in the amount of \$97,350 with a 10% contingency for unforeseen costs.

Dated this 6th day of June, 2017.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Mayor

SEAL
ATTEST:

City Clerk

PASSED: June 6, 2017
APPROVED: June 6, 2017



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date: June 6, 2017

Item: Electrical Services Request for Proposal

Staff Recommendation: Motion to award the proposal for professional services for the Electrical Services to the most responsible and responsive proposer, Ron Jones Electric, Inc. and adopt a resolution authorizing the City Manager to execute an agreement with Ron Jones Electric, Inc. in the proposed amount.

Staff Contact: Michael Magnuson, Director of Public Works

Background:

The Public Works Department solicited proposals for electrical services at our Water and Wastewater building and facilities and other City facilities. The services will include emergency repairs, upgrades, installations, and replacements for components primarily at our Water and Wastewater facilities. Our Water and Wastewater facilities have unique controls and electrical systems (high voltage, high current) requiring special equipment/tools for service. Therefore, having one vendor familiar with these unique components at our facilities will provide more effective service. Contracting with one vendor will provide for operational efficiencies for in-house staff and reduced outside costs through economies of scale.

Request for proposals were advertised on BidSync (City's on-line bidding system) and sent to current vendors. On May 9, 2017, the City of Crystal Lake publicly opened proposals. Two responded. Submitted results included the following:

Service	√Ron Jones Electric	Newcastle
Base Year 1 Normal	\$96.13	\$115.00
Base Year 1 OT	\$136.00	\$175.00
Base Year 1 Premium	\$177.26	\$230.00
Base Year 1 Weekend	\$136.69	n/a

Base Year 1 Holiday	\$177.26	\$230.00
Base Year 1 Markup	10%	10%
Base Year 2 Normal	\$99.97	\$120.00
Base Year 2 OT	\$142.16	\$180.00
Base Year 2 Premium	\$184.35	\$240.00
Base Year 2 Weekend	\$142.16	\$240.00
Base Year 2 Holiday	\$184.35	\$240.00
Base Year 2 Markup	10%	10%
Optional Year 3 Normal	\$103.97	\$130.00
Optional Year 3 OT	\$147.85	\$195.00
Optional Year 3 Premium	\$191.73	\$260.00
Optional Year 3 Weekend	\$147.85	\$260.00
Optional Year 3 Holiday	\$191.73	\$260.00
Optional Year 3 Markup	10%	10%

√ - Indicates recommended lowest responsive and responsible bidder

Selection Process

The Public Works Department followed the City's Purchasing Policy to secure a qualified vendor to address these services. The City received proposals from two firms in response to the request.

Public Works Department staff reviewed the proposals. The qualification 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. Cost

Discussion:

The Public Works Department identified Ron Jones Electric, Inc. as being the most responsive and responsible proposer for the following reasons:

- proposal adequately addressed the aspects of the scope of services;
- proposal identified past projects of a similar scope to the Crystal Lake proposal;
- proposal provided the City with reasonable expectations; and
- staff has previous worked with Ron Jones Electrical, Inc. and had good results.

Recommendation:

Based upon a qualifications review to the RFP requirements and associated costs, staff recommends selecting Ron Jones Electric, Inc. for Electrical Services.

The initial term of this contract will begin upon award of the proposal and mutual acceptance of the agreement from June 2017-May 31, 2018 and June 1, 2018-May 31, 2019, with a one-year option determined solely by the City.

Funds have been budgeted for this contract.

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 an agreement with Ron Jones Electrical Inc., for electrical services in the amounts submitted.

DATED this 6th day of June 2017.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: June 6, 2017
APPROVED: June 6, 2017



Agenda Item No: 16

City Council Agenda Supplement

Meeting Date:

June 6, 2017

Item:

Intergovernmental Agreement with McHenry County and Crystal Lake Park District for Bike Route Connections on Ackman Road and Huntley Road

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute an agreement with the McHenry County and the Crystal Lake Park District for the design and improvement of pedestrian crossings of Ackman Road near Amberwood Drive and Huntley Road near Waterford Cut.

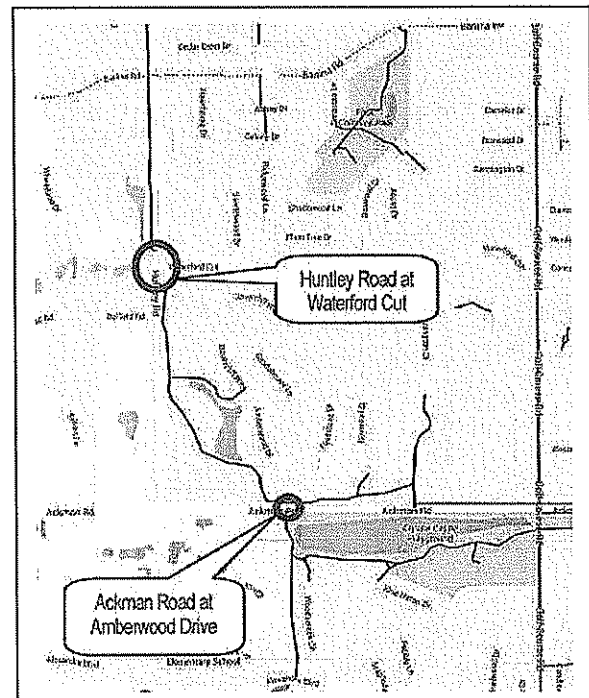
Staff Contact:

Abigail Wilgreen, City Engineer

Background:

The City routinely reviews the existing bicycle/pedestrian network throughout the City for opportunities for improvement. With cooperative effort of the City, McHenry County, and Crystal Lake Park District many gaps in the pedestrian network have been eliminated over the last 5-8 years. However, two significant gaps do still exist near the southwest area of the City; crossing of Ackman Road near Amberwood Drive and crossing of Huntley Road near Waterford Cut.

These two locations are less than a mile apart, and would connect the existing regional trail running north and south from Crystal Lake to Lake in the Hills. In addition, it connects numerous residential areas to key locations such as Woodcreek Park, Willow's Edge Park, Woodcreek School, Crystal Lake West Beach, and many others destinations.



City staff has been working jointly with staff from McHenry County Division of Transportation (McDOT) and Crystal Lake Park District (CLPD) as Ackman Road is under the jurisdiction and maintenance responsibility of McDOT and the two adjacent parks are owned and maintained by the CLPD.

Anticipated Scope of Work

The general scope of work at the Ackman Road crossing, as shown on the attached exhibit, includes:

- Paving of the existing gravel path south of Ackman Road.
- Installation of a new asphalt path north of Ackman Road to connect to the existing east-west asphalt path.
- Installation of a new concrete median on Ackman Road, west of Amberwood Drive, to provide for a pedestrian refuge island with new pavement markings.
- Addition of a rectangular rapid flashing beacon.

The general scope of work at the Huntley Road crossing, as shown on the attached exhibit, includes:

- Installation of a new asphalt path along the east side of Huntley Road between Willow's Edge Park to north of Waterford Cut with a new sidewalk extending to the north to connect to Plum Tree Drive.
- Addition of a rectangular rapid flashing beacon and new pavement markings where the path crosses Huntley Road to connect to the existing asphalt path along the west side of Huntley Road.

Intergovernmental Agreement

The attached agreement formalizes the roles and funding commitments of each agency as follows:

- The City will act as the lead agency for coordinating design, utility relocation, construction engineering and construction.
- The three agencies will share equally in the cost of design and construction engineering, which is estimated at \$9,334 per agency.
- Each agency will pay a proportionate share of the actual construction costs:

Item	City		County		Park District	
	%	Est. Amount	%	Est. Amount	%	Est. Amount
Engineering	33%	\$9,334	33%	\$9,334	33%	\$9,334
Ackman Rd Construction	0%	\$0	70%	\$28,000	30%	\$12,000
Huntley Rd Construction	25%	\$14,625	50%	\$29,250	25%	\$14,625
Estimated Total		\$23,959		\$66,584		\$35,959

Maintenance Responsibilities

The following outlines the maintenance responsibilities:

- The City shall maintain the rectangular rapid flashing beacon and the pavement striping for the improvement at the Huntley Road crossing.
- The County shall maintain the rectangular rapid flashing beach, the center concrete median and the pavement striping at the Ackman Road crossing.
- The Park District shall maintain any portion of the improvements on Park District property and the asphalt trail within the City and County's right-of-way.

The project is anticipated to be constructed in the fall of 2017. The agreement has been reviewed by the City's special counsel and was approved by the McHenry County Transportation Committee at their May 31, 2017 meeting. The agreement is scheduled to go before the CLPD board on June 15, 2017. The costs have been budgeted in the 2017/2018 budget using Motor Fuel Tax funds.

Votes Required to Pass:

Simple Majority



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute an agreement with the County of McHenry and the Crystal Lake Park District for the design and improvement of pedestrian crossings of Ackman Road near Amberwood Drive and Huntley Road near Waterford Cut.

DATED this 6th day of June, 2017.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Mayor

SEAL

ATTEST:

City Clerk

PASSED: June 6, 2017

APPROVED: June 6, 2017

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