



CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING
City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
March 20, 2018
7:30 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Proclamation-Heisler's Bootery-110 years
5. Approval of Minutes – March 6, 2018 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. Rescheduling the Aquathon Event at Three Oaks Recreation Area from Sunday, August 5, 2018 to Sunday, August 12, 2018.
 - b. Resolution authorizing the execution of an amended intergovernmental agreement for general public dial-a-ride transit service in 2018.
11. 105 Northwest Highway, Mariano's – Sign Variation.
12. 11129 Route 176, Beyond Stable Farm – Special Use Permit to allow an electronic message center and Variations.
13. 4410 Northwest Highway, El Patron Auto Service – Special Use Permit to allow a major automotive repair use.
14. 4818 Northwest Highway, Village Squire - City Code Amendment to increase the number of Class "28" Liquor Licenses from the current permitted 14 to 15 licenses and to increase the number of Video Gaming Licenses from the current permitted 14 to 15 licenses.

15. 500 S Main, Camfil Farr – Manufacturing Job Creation & Investment Program Matching Grant request for \$10,000 in matching grant funds.
16. 19 E Berkshire Dr., Unit D, La Mega Michoacana – Retailer Job Creation & Investment Program Matching Grant request for \$10,000 in matching grant funds.
17. Resolution approving the Lake Safety Program Budget FY 2018/2019.
18. Resolution authorizing the execution of an agreement for the operation of the Three Oaks Concessions.
19. Bid award and resolution authorizing the execution of a contract with Geske and Sons, Inc. for the 2018 Street Resurfacing Program.
20. Bid award and resolution authorizing the execution of a contract with Strada Construction Company for the 2018 Sidewalk and Curb/Pedestrian Ramp (ADA) Installation.
21. Resolution authorizing the execution of an agreement with Graybar for the purchase of ASCO Closed Transition Automatic Power Transfer Switches through the U.S. Communities Purchase Contract.
22. Bid award and resolution authorizing the execution of a service agreement with Copy Express for the Design, Printing, Labeling, and Mailing of City Newsletter, and Printing and Delivery Services for Letterhead, Envelopes, Mailing Labels and Business Cards.
23. Bid award and resolution authorizing the execution of a contract with Suburban Laboratories for the Water and Wastewater Laboratory Services.
24. Proposal award and resolution authorizing the execution of a contract with American Fireworks for the Independence Day Fireworks Display for 2018 and 2019.
25. Bid award and resolution authorizing the execution of a contract with Brycer, LLC (d/b/a The Compliance Engine) for a Third-Party Inspection Reporting Service.
26. Resolution authorizing the execution of an agreement with Dell, Inc. for the purchase of server virtualization hardware, software and services through the Midwest Higher Education Compact Cooperative Purchasing Program.
27. Council Inquiries and Requests.
28. 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.
29. Reconvene to Regular Session.
30. Adjourn.

If special assistance is needed in order to participate in a City of Crystal Lake public meeting, please contact Jillian Austin, Executive Assistant, 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**

<u>Meeting Date:</u>	March 20, 2018
<u>Item:</u>	Rescheduling of Aquathon Event at Three Oaks Recreation Area
<u>Council Discretion:</u>	Motion authorizing approval to reschedule the Aquathon at Three Oaks Recreation Area from Sunday, August 5, 2018 to Sunday, August 12, 2018.
<u>Staff Contact:</u>	Melanie Nebel, Assistant to the City Manager Eric T. Helm, Deputy City Manager

Background:

At the January 16, 2018 City Council Meeting, the City Council previously approved the Aquathon to be held at Three Oaks Recreation Area on Sunday, August 5, 2018. However, the Quarry Cable Park was presented with the opportunity to host a National Wakeboard Event on the same date at the facility, conflicting with Aquathon.

The National Wakeboard Event beginning Thursday, August 2, 2018 through Sunday, August 5, 2018 was approved by the City Council at the March 6, 2018 City Council Meeting.

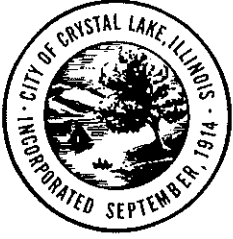
In order to host both events at the park, both Denise Smith, the Aquathon organizer and the Quarry Cable Park (where the event finishes) have agreed to reschedule the Aquathon event to the following Sunday, August 12, 2018. No other conditions of Aquathon approval would change.

City Staff Review:

City Staff does not have concerns with rescheduling the Aquathon.

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 10b

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	March 20, 2018
<u>Item:</u>	Amended Intergovernmental Agreement for Public Dial-A-Ride Transit Service (MCRide) in 2018.
<u>Staff Recommendation:</u>	Motion to adopt a Resolution authorizing the City Manager to execute the amended intergovernmental agreement for general public dial-a-ride transit service in 2018.
<u>Staff Contact:</u>	Melanie Nebel, Assistant to the City Manager

Background:

At the December 11, 2017 City Council meeting, the City Council approved an Intergovernmental Agreement (IGA) between the County, the City of Crystal Lake, the City of Harvard, the City of Marengo, the City of McHenry, the City of Woodstock, the Village of Huntley, the Village of Johnsburg, the Village of Richmond, the Village of Ringwood and Chemung Township, Dorr Township, Grafton Township, Greenwood Township, Marengo Township, McHenry Township, Nunda Township, Richmond Township, and Riley Township for general public dial-a-ride transit service in 2018.

Since the initial approval of the IGA in December, the Village of Union has joined the MCRide program. As such, the Village has been added to the IGA. It should be noted that the addition of the Village of Union does not impact services or the City's portion of costs for the program in any way.

McHenry County has requested that all MCRide members execute the amended IGA.

Votes Required to Pass:

Simple majority vote of the City Council.



DRAFT

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, of McHenry County, Illinois, that the City Manager be and he is hereby authorized and directed to execute an amended intergovernmental agreement between the County of McHenry, the City of Crystal Lake, the City of Harvard, the City of Marengo, the City of McHenry, the City of Woodstock, the Village of Huntley, the Village of Johnsburg, the Village of Richmond, the Village of Ringwood, Village of Union and Chemung Township, Dorr Township, Grafton Township, Greenwood Township, Marengo Township, McHenry Township, Nunda Township, Richmond Township, and Riley Township for general public dial-a-ride transit service in 2018.

DATED this 20th day of March, 2018.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: March 20, 2018
APPROVED: March 20, 2018



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date:

March 20, 2018

Item:

Sign Variation for Mariano's to allow 591 square feet of building wall signage, a variation of 331 square feet.

Petitioner:

Lisa Neal, petitioner
105 Northwest Highway

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:

- Mariano's was permitted by right in the B-2 zoning district and did not require any special approvals except for the gas station, which came in separately.
- Since the main store did not request any special approvals their signage is regulated by the UDO.
- Mariano's is asking for variations to allow wall signage which exceeds the UDO requirements.

Analysis

- Wall Signs:
 - A single building is permitted 150 square feet of wall signage.
 - Bonus signage is permitted based on the lot frontage. At 329 lineal feet, Mariano's would qualify for bonus signage. This bonus signage is limited to 250 square feet, so Mariano's would qualify for the 250 square feet of signage.
 - Bonus signage of 10 feet is permitted for every 100 feet of tenant length over 166 lineal feet. Mariano's would qualify for 10 additional square feet of signage.
 - **The total signage permitted by code would be 260 square feet.**
 - The sign plan illustrates 3 "Mariano's" signs at 189.75 square feet for a total of 569.25 square feet.

- In addition, there is a “Starbuck’s Coffee” sign at 21.3 square feet
- The total wall signage requested is 591 square feet, a variation of 331 square feet.
- Other Mariano’s in the surrounding communities.
 - Hoffman Estates approved a Master Sign Plan for the shopping center allowing the major anchor (Mariano’s) 5 signs with 1 at 400 SF and the remaining under 100 square feet each. The store is approximately 350 feet from Golf Road.
 - Palatine approved the Mariano’s as part of a Planned Unit Development, which permitted sign variations. They received approval for 2 signs at 154 square feet each (total 308 square feet). Mariano’s is set approximately 400 feet from Hicks Road.
 - Lake Zurich approved the Mariano’s through a Planned Unit Development, which did grant them additional wall signage, allowing 2 signs at 189.75 square feet each (total 379.5 square feet). The store sits almost 220 feet from Route 22.
 - Mariano’s in Arlington Heights met their sign ordinance, which allowed two 133 square foot wall signs (total of 266 square feet). They did request a third on the back side of the building, which was denied. The Mariano’s is directly adjacent to Northwest Highway.
- The chart below illustrates the approved size of other wall signs in Crystal Lake in relation to the Mariano’s request.

Tenant	Wall Sign Size	Distance to ROW	Store Size
Joseph’s Marketplace	350 SF	326 feet	41,000 SF
Hobby Lobby	147.6 SF	767 feet	58,000 SF
Burlington Coat Factory	194 SF	287 feet	61,000 SF
Savers	127.4 SF	360 feet	32,000 SF
Best Buy	195 SF	444 feet	38,000 SF
Bed, Bath & Beyond	256 SF	493 feet	51,000 SF
Buy Buy Baby	211.58 SF	833 feet	32,000 SF
Fresh Thyme	239.5 SF	899 feet	30,000 SF
Menards	310 SF	830feet	200,000 SF
Home Depot	411 SF	878 feet	131,000 SF
Wal-Mart	567.91 SF	712 feet	225,000 SF
Steinhafel’s	571 SF	450 feet	100,000 SF
Mariano’s	591 SF	300 feet	81,000 SF

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.

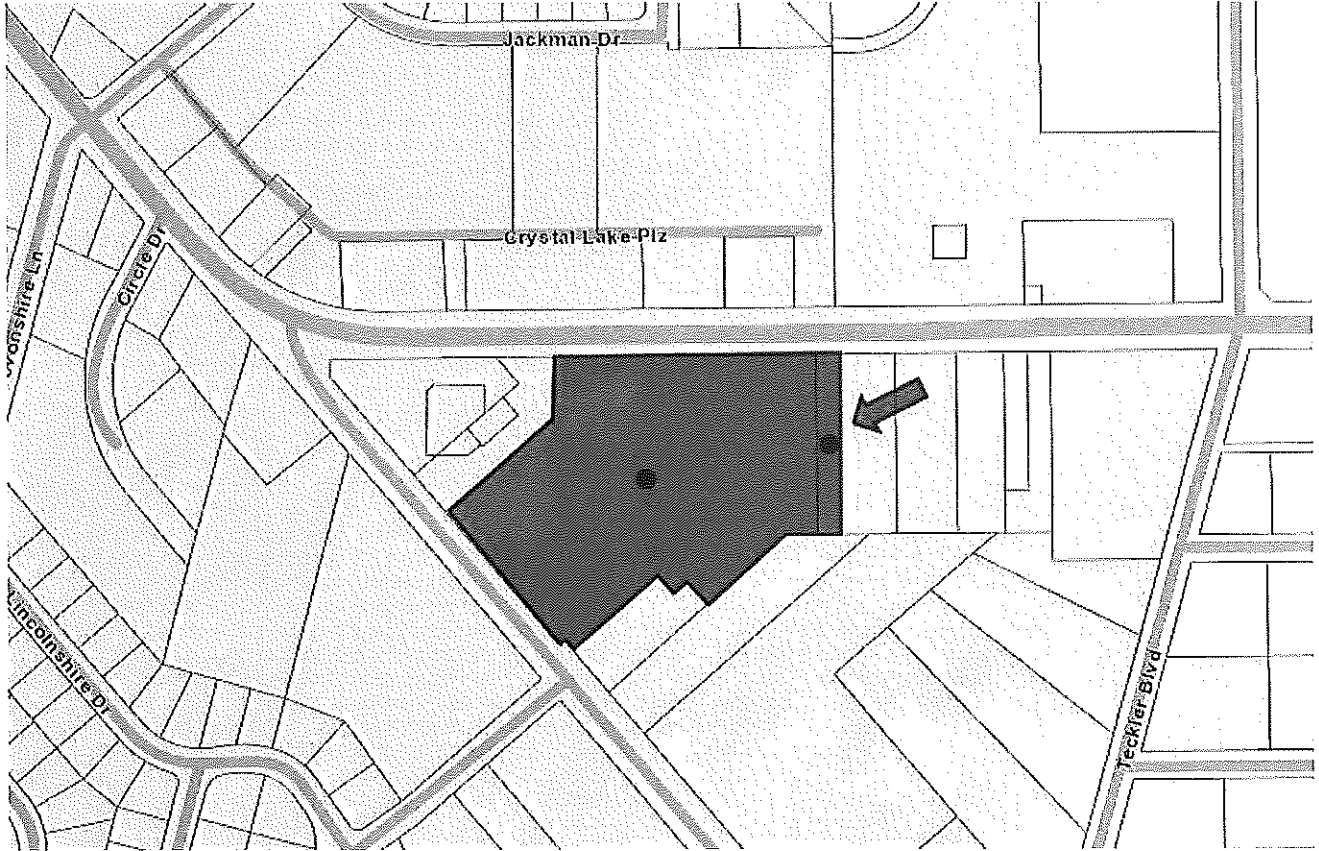
- B. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood. The proposed variation will not by itself, or with other signs, contribute to the creation of a visual distraction which may lead to personal injury 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 (Doyle Signs, received 03/12/18)
 - B. Sign Plan (Doyle Signs, dated 05/24/17, received 03/12/18)
- 2. If the corrugated metal backer panel behind the sign is painted or altered to appear as “franchise architecture,” it shall be counted as signage and Mariano’s would need to amend their approval.

Votes Required to Pass: Simple majority vote

2018-16 Mariano's - 105 Northwest Hwy - Sign Variation





DRAFT

The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A SIGN VARIATION FOR
MARIANO'S, 105 NORTHWEST HIGHWAY**

WHEREAS, pursuant to the terms of the request (File #2018-16) before the City of Crystal Lake, the Petitioner has requested a sign variation to allow 591 square feet of wall signage for Mariano's; 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 to allow 591 square feet of wall signage for Mariano's located at 105 Northwest Highway (19-08-201-032), Crystal Lake, Illinois with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Doyle Signs, received 03/12/18)
 - B. Sign Plan (Doyle Signs, dated 05/24/17, received 03/12/18)
2. If the corrugated metal backer panel behind the sign is painted or altered to appear as "franchise architecture," it shall be counted as signage and Mariano's would need to amend their approval.

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 20th day of March, 2018.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: March 20, 2018

Approved: March 20, 2018



Agenda Item No: 12

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	March 20, 2018
<u>Item:</u>	REPORT OF THE PLANNING & ZONING COMMISSION Beyond Stable Farm – 11129 Route 176
<u>Request:</u>	A Special Use Permit to allow an Electronic Message Center and variation from Article 2-400C to allow an EMC sign on a zoning lot located on Routes 14 or 31.
<u>Petitioner:</u>	Penny Hughes and Amy Weiler, petitioner
<u>PZC Recommendation:</u>	To approve the PZC recommendation and adopt an ordinance granting the Special Use Permit and variation to allow an EMC sign at 11129 Route 176.
<u>Staff Contact:</u>	Michelle Rentzsch, Community Development Director

Background:

- Previous Approvals: The petitioner received a sign variation in 2017 to construct a freestanding sign that is 13 feet 2 inches in height and has a sign copy area of 65 square feet. The freestanding sign has a manual changeable copy area.
- Part of the 2017 approval requested that staff research ways to allow large venues such as this facility to have an EMC sign without opening it up to large agricultural tracts of land. The most recent UDO text amendments made this change, to allow EMCs as a SUP in the E district for Special Event Centers.
- Request: The petitioner is requesting a Special Use Permit for an EMC sign and a variation to allow the sign on a zoning lot that is not located on Routes 14 or 31. The EMC sign cabinet would replace the changeable copy area on the existing freestanding sign.

PZC Highlights:

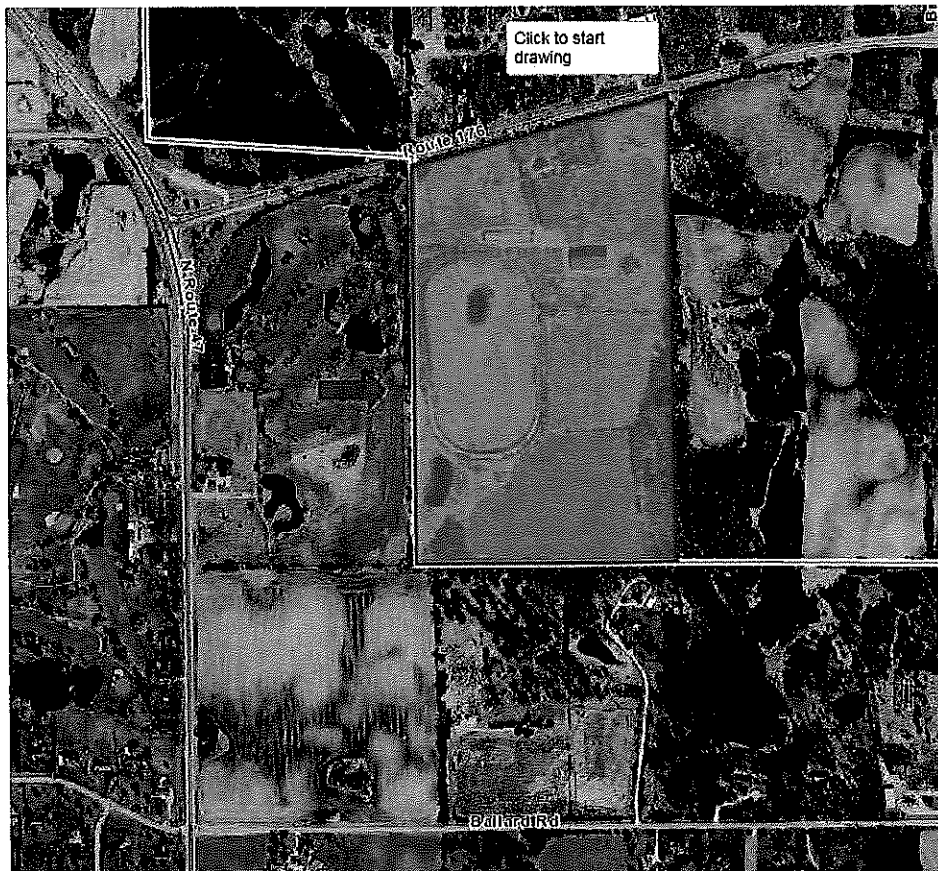
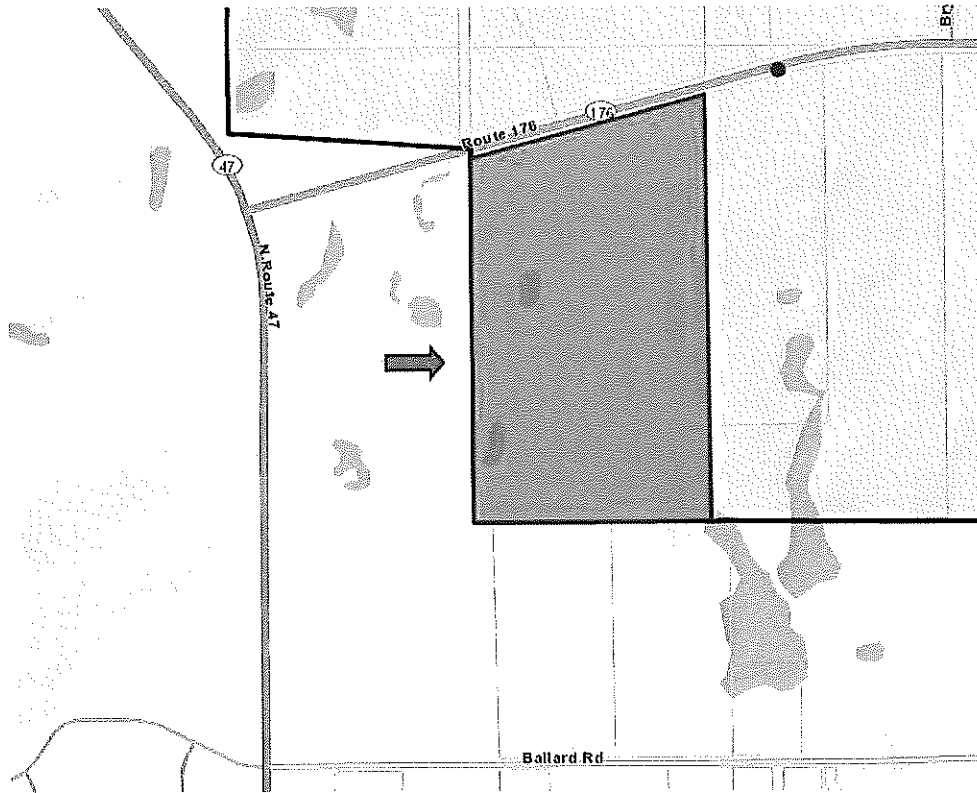
- The PZC stated the sign would fit in with the location.
- The PZC noted that the Findings of Fact had been met with the variation request included.

The PZC recommended **approval (6-0)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Weiler, dated 02/08/18, received 02/08/18)
 - B. Sign Package (Hughes Sign, dated 02/08/18, received 02/08/18)
2. Except for the variation for lot location, the EMC must meet all other EMC standards provided for in the UDO.
3. The petitioner shall address all of the review comments and requirements of the Community Development Department.

Votes Required to Pass: A simple majority vote.

2018-10 Beyond Stables - 11129 Route 176





DRAFT

The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AT 11129 ROUTE 176**

WHEREAS, pursuant to the terms of a Petition (File #2018-10) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit to allow an Electronic Message Center; and Variation from Article 2-400C to allow an EMC sign on a zoning lot that is not located on Route 14 or Route 31 for the property located at 11129 Route 176; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on February 20, 2018 in the Northwest Herald, held a public hearing at 7:30 p.m., on March 7, 2018 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit; and

WHEREAS, on March 7, 2018, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Special Use Permit and Variation be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2018-10, dated as of March 8, 2018; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit be issued as requested in said Petition.

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 Special Use Permit be issued to allow an Electronic Message Center; and Variation from Article 2-400C to allow an EMC sign on a zoning lot that is not located on Route 14 or Route 31 for the property commonly known as 11129 Route 176 (13-33-400-008), Woodstock, Illinois.

Section II: Said Special Use is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Weiler, dated 02/08/18, received 02/08/18)
 - B. Sign Package (Hughes Sign, dated 02/08/18, received 02/08/18)
2. Except for the variation for lot location, the EMC must meet all other EMC standards provided for in the UDO.
3. The petitioner shall address all of the review comments and requirements of the Community Development Department.

Section III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the issuance of a Special Use Permit in accordance with the provisions of this Ordinance, as provided by law.

Section IV: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provide by law.

DATED at Crystal Lake, Illinois, this 20th day of March, 2018.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: March 20, 2018

Approved: March 20, 2018



Agenda Item No: 13

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	March 20, 2018
<u>Item:</u>	REPORT OF THE PLANNING & ZONING COMMISSION El Patron Auto Service – 4410 Northwest Hwy
<u>Request:</u>	A Special Use Permit to allow a major automotive repair use.
<u>Petitioner:</u>	Manuel Gonzalez, petitioner
<u>PZC Recommendation:</u>	To approve the PZC recommendation and adopt an ordinance granting the Special Use Permit to allow a major automotive repair use at 4410 Northwest Hwy.
<u>Staff Contact:</u>	Michelle Rentzsch, Community Development Director

Background:

- Previous Approvals: The Car Care Center was annexed in 1987 and the existing uses were allowed to continue. The subject unit was previously an automotive repair use.
- Request: The petitioner is requesting a Special Use Permit for a major automotive repair use.
- The proposed auto repair shop would complete work on transmissions, engines, exhaust systems and normal vehicle maintenance requirements.

PZC Highlights:

- The PZC welcomed the business to the city.
- The PZC noted that the Findings of Fact had been met.

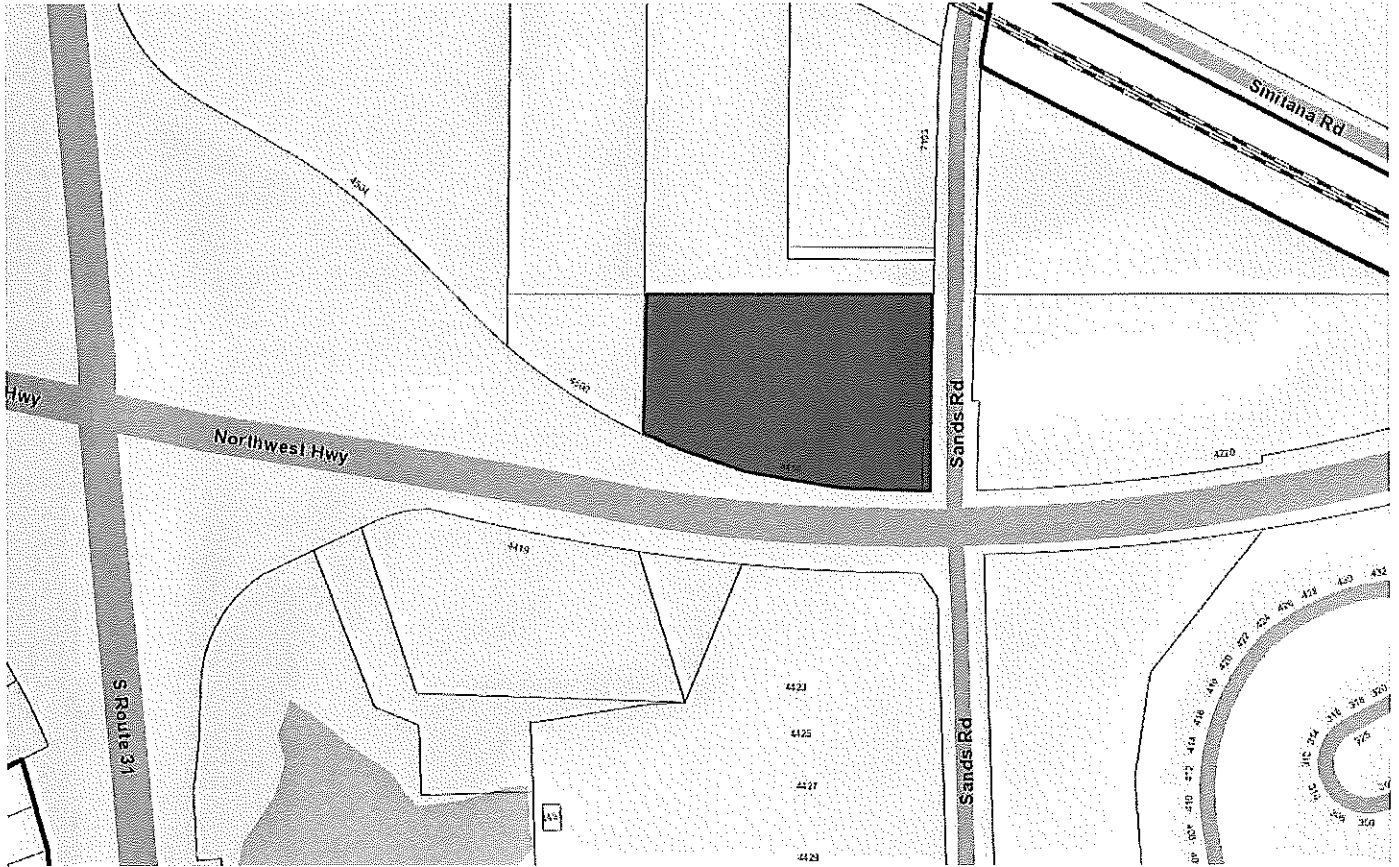
The PZC recommended **approval (6-0)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Gonzalez, dated 02/05/18, received 02/06/18)
 - B. Floor Plan (received 02/06/18)
2. If any vehicles are leaking, pans shall be placed under the vehicles to trap any fluids.

3. No junk, debris or other miscellaneous auto parts shall be stored outside.
4. Vehicles waiting to be picked up can parked no longer than 7 calendar days after the repairs are completed.
5. The petitioner shall address all of the review comments and requirements of the Community Development Department.

Votes Required to Pass: A simple majority vote.

2018-09 El Patron Auto Service – 4410 Northwest Hwy.





DRAFT

The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AT 4410 NORTHWEST HIGHWAY UNIT A**

WHEREAS, pursuant to the terms of a Petition (File #2018-09) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit to allow a major automotive repair use for the property located at 4410 Northwest Highway Unit A; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on February 16, 2018 in the Northwest Herald, held a public hearing at 7:30 p.m., on March 7, 2018 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit; and

WHEREAS, on March 7, 2018, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Special Use Permit be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2018-09, dated as of March 8, 2018; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit be issued as requested in said Petition.

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 Special Use Permit be issued to allow a major automotive repair use for the property commonly known as 4410 Northwest Highway Unit A (19-10-200-042), Crystal Lake, Illinois.

Section II: Said Special Use is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:

A. Application (Gonzalez, dated 02/05/18, received 02/06/18)

B. Floor Plan (received 02/06/18)

2. If any vehicles are leaking, pans shall be placed under the vehicles to trap any fluids.
3. No junk, debris or other miscellaneous auto parts shall be stored outside.
4. Vehicles waiting to be picked up can parked no longer than 7 calendar days after the repairs are completed.
5. The petitioner shall address all of the review comments and requirements of the Community Development Department.

Section III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the issuance of a Special Use Permit in accordance with the provisions of this Ordinance, as provided by law.

Section IV: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provide by law.

DATED at Crystal Lake, Illinois, this 20th day of March, 2018.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: March 20, 2018

Approved: March 20, 2018



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: March 20, 2018

Item: City Code Amendment to Increase the Number of Class "28" Liquor Licenses and to Increase the Number of Video Gaming Licenses - Applicant: The Village Squire, 4818 Northwest Highway.

Staff Recommendation:

1. Motion to adopt an ordinance increasing the number of Class "28" Liquor Licenses from the current permitted 14 licenses to 15 licenses.
2. Motion to adopt an ordinance increasing the number of Video Gaming License from the current permitted 14 licenses to 15 licenses.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

Chapter 268 of the City Code establishes the regulations for video gaming in the City of Crystal Lake. Per the City Code, when an applicant desires to offer video gaming at its establishment, it must receive both a supplemental liquor license and a video gaming license. The City Council evaluates whether the number of supplemental liquor licenses should be increased. Following this consideration, the Mayor grants the supplemental liquor license. Similarly, the City Council also evaluates whether the number of video gaming licenses should be increased. Following this consideration, the City Manager grants the actual video gaming license.

The City has received a request from The Village Squire for the issuance of a Class "28" Supplemental Liquor License and a Video Gaming License. The petitioner is requesting the supplemental Class "28" license in order to operate video game machines in their establishment. Section 329-5-AB of the City Code permits the issuance of a Class "28" liquor license, which authorizes the retail sale of alcoholic liquors, for consumption on the premises, at a bar or restaurant, as defined by § 268-3 of this Code, to an applicant which possesses a valid video gaming location license issued by the Illinois Gaming Board and which also holds, for a period of not less than one year, a current and valid liquor license to sell alcoholic liquor at such bar or restaurant.

Application Review

City staff has reviewed the application from The Village Squire and compared it to the City Code requirements. City staff has reviewed the application for completeness and determined that it meets all of the necessary conditions. The below table depicts the applicant’s compliance with the City Code requirements:

<u>Requirement</u>	<u>City Code Section</u>	<u>Compliance Status</u>
The establishment is an eligible bar or restaurant.	268-3 Definitions	Yes. Restaurant with a bar area.
The establishment has held a liquor license for at least 12 months.	268-3 Definitions	Yes. The establishment has held a Class “8” Liquor License since 1997.
Applicant submitted necessary documents, including site plan.	268-3 (C)	Yes.
Applicant has a State Video Gaming License.	268-3 (C)	Yes.
Applicant will be using a licensed video game terminal operator.	268-3 (C)	Yes. Pocket Aces Gaming, Inc.
The establishment is outside of the 100 foot radius of any church or school in the vicinity.	State of Illinois Requirement	Yes.
Location screening and supervision	268-3 (K)	Yes.
Signage	268-3 (N)	Yes. The terminals will not be visible from the street. There is no advertising of the availability of video gaming.
Applicant will be using an approved video surveillance system.	268-3 (O)	Yes. The terminal operator will provide video surveillance specifications upon approval of the Video Gaming license.
Video Gaming is incidental to establishment’s business.	268-3 (P)	Yes.

Site Plan Review

The attached site plan depicts the petitioners request to use an existing booth area in their establishment as a gaming area. The petitioner will remove the booths and will construct a full height wall to screen the area. The new gaming area will be limited to patrons over the age of 21. There will be no dining services in this area. City staff performed a site visit and recommends approval of the suggested site plan.

Votes Required to Pass:

Simple majority

Proposed Location:

Proposed video gaming location



Proposed wall location

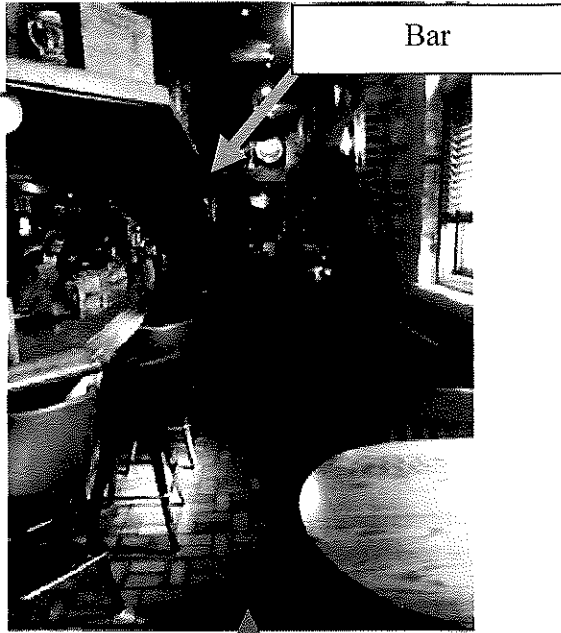
Bar



Proposed video gaming location

Proposed wall location

Bar



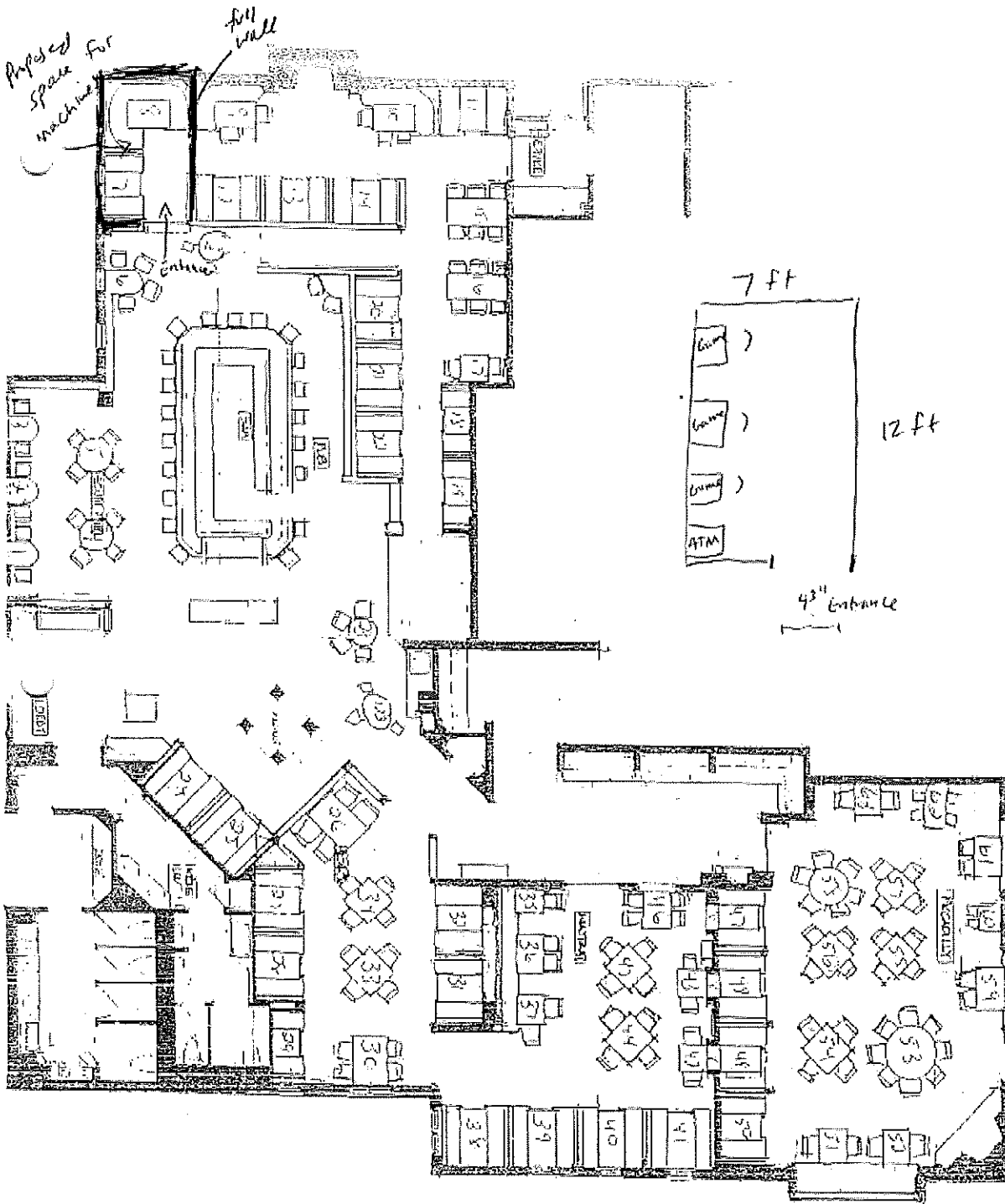
View as you
exit proposed game
room.

Exit pic 1-1

Proposed video gaming location

Entrance to space fully visible
to bartender and front door
host/manager.

Proposed Layout:



Property In Question:





The City of Crystal Lake Illinois

DRAFT

**AN ORDINANCE AMENDING THE CODE
OF THE CITY OF CRYSTAL LAKE**

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

1. Class 28 License shall be increased from 14 to 15.

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 20th day of March, 2018.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: March 20, 2018

Approved: March 20, 2018



The City of Crystal Lake Illinois

DRAFT

**AN ORDINANCE AMENDING THE CODE
OF THE CITY OF CRYSTAL LAKE**

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 CHAPTER 268 Gambling Section 268-3E(2) Limitations on licenses shall be amended as follows:

1. Video Gaming Licenses shall be increased from 14 to 15.

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 20th day of March, 2018.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: March 20, 2018

Approved: March 20, 2018



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date: March 20, 2018

Item: Manufacturing Job Creation and Investment Grant Program Matching Grant application request for Camfil Farr, 500 S Main Street, requesting \$10,000 in matching grant funds.

Recommendations: City Council's discretion:

1. Motion to award \$10,000 in Manufacturing Job Creation and Investment Grant Funds to Camfil Farr, located at 500 S Main Street, and to adopt a resolution authorizing the City Manager to execute the Grant Agreement with Camfil Farr, or
2. Motion to deny the grant application request.

Staff Contact: Michelle Rentzsch, Director of Community Development

Background:

The Retailer and Manufacturer Job Creation and Investment Program was instituted in 2011 as a tool to help attract new businesses to Crystal Lake. This program provides matching grant funding to new and existing retailers and manufacturers who occupy vacant space, hire new full-time or part-time employees, and/or install eligible furniture, fixtures, and equipment (FFE).

KEY FACTORS

- Camfil Farr is a global company looking to expand the Crystal Lake facility and invest \$13,000,000 in the location.
- Camfil Farr plans to have the Crystal Lake location be a showcase facility, bringing customers from across America to tour the facility and witness how their premium products are produced.
- The expansion will add a 50,000 square foot warehouse to the existing facility. The new addition will enable Camfil to utilize the entire 110,000 square foot facility as manufacturing space.
- Camfil will use the space to add six new product lines to the facility and more than triple their annual revenues over the next 5 years. The new building will be used for warehousing and shipping. It will need to have 4 truck wells with dock plates and doors, heating, insulation, lighting, a supervisor's office, and a sprinkler system capable of meeting code for filter and cardboard storage.

- Inside the existing 110,000 square foot manufacturing area, Camfil will add a 12,600 square foot clean room, a robotic line to produce a specialty filter, add a custom sewing and assembly machine, refurbish floors, walls and ceilings, add a 2,500 square foot saw, and add a two additional production lines for two new filter lines.
- The company will be adding 45 new full-time employees in 2019 with a total of 90 new employees by 2024.

Camfil Farr is eligible for a \$10,000 grant award under the matching grant program guidelines.

Upon approval of the grant by the City Council, the City and applicant will enter into an agreement that includes all the stipulations for the grant award. The agreement specifies what documentation must be submitted before the payment is disbursed. Additionally, it has provisions to recoup the grant in case the business closes before the required four-year period. The agreement and application are attached.

In order to objectively analyze the applications for funding, eligibility criteria have been established in the Ordinance approving this program. The list below outlines the evaluation of the applicant's request in relation to our eligibility criteria:

1. The program is open to any new manufacturer or professional service provider that will occupy vacant manufacturing space or a building, or that will construct a new building for its business.
 Meets *Does not meet*
2. Applicant business must develop and manufacture finished hard or soft goods, provide technological products, equipment, or software.
 Meets *Does not meet*
3. Applicant must provide written proof of employment recruitment and of fixture, furniture, and equipment (FFE) costs.
 Meets *Does not meet*
4. Applicant must file an application for grant funding prior to commencing improvements.
 Meets *Does not meet*
5. Grant recipient may re-apply after five years from the date of recipient's previous award.
 Meets *Does not meet*
6. Eligible FFE includes, but is not limited to, shelving, racks, tables, chairs, furniture, point-of-sale systems, fixed computer equipment used in business operation, televisions located in dining rooms or showrooms, office furniture and appliances.
 Meets *Does not meet*
7. Applicant's business must be new to Crystal Lake City limits; in-town relocations are ineligible.
 Meets *Does not meet*

The applicant's request has been evaluated based on the above eligibility criteria and their planned purchase of FFE and the new employees. The current application would meet seven of the seven eligibility criteria.

FUNDING STATUS OF 2017-2019 PROGRAM

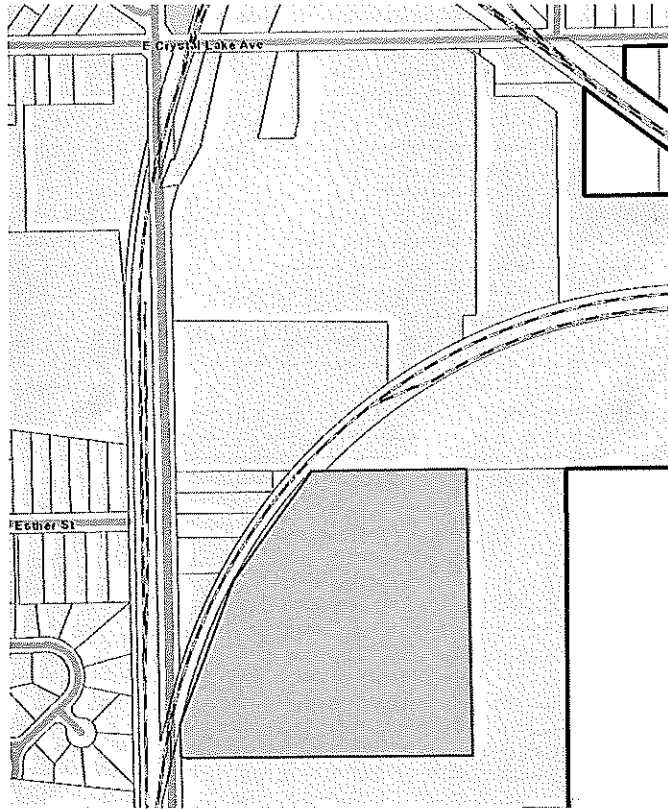
For the 2017-2018 Fiscal Year, there is \$80,000 budgeted for the Retailer and Manufacturer Job Creation and Investment Program. This is the fourth application received this fiscal year for the program, so there are sufficient funds for the grant.

Applicant Name/ Business Name	Address	Total Requested	Date Approved	Amount Approved
Knife Experience	230 W. Virginia St #450	\$10,000	10/17/17	\$10,000
Mum Floral and Design	37 North Williams Street	\$5,000	10/17/17	\$5,000
Flying Friends	435 Angela Lane	\$10,000	11/7/17	\$10,000
Camfil Farr	500 S Main	\$10,000	Pending	Pending
<i>Totals</i>		<i>\$35,000</i>		<i>Pending</i>

Votes Required to Pass:

A simple majority of the City Council in attendance.

2018-13 Camfil Farr 500 S Main Street





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 is hereby authorized and directed to execute an agreement with Camfil Farr, for a Manufacturing Job Creation and Investment Matching Grant in an amount not to exceed \$10,000.

DATED at Crystal Lake, Illinois, this 20th day of March, 2018.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: March 20, 2018

APPROVED: March 20, 2018



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date: March 20, 2018

Item: Retailer Job Creation and Investment Grant Funds request for La Mega Michoacana, 19 E Berkshire Drive, Unit D, requesting \$10,000 in matching grant funds.

Recommendations: City Council's discretion:

1. Motion to award \$10,000 in Retailer Job Creation and Investment Grant Funds to La Mega Michoacana, located at 19 E Berkshire Drive, Unit D, and to adopt a resolution authorizing the City Manager to execute the Grant Agreement with La Mega Michoacana, or
2. Motion to deny the grant application request.

Staff Contact: Michelle Rentsch, Director of Community Development

Background:

The Retailer and Manufacturer Job Creation and Investment Program was instituted in 2011 as a tool to help attract new or expanding businesses to Crystal Lake. This program provides matching grant funding to new and existing retailers and manufacturers who occupy vacant space, hire new full-time or part-time employees, and/or install eligible furniture, fixtures, and equipment (FFE).

KEY FACTOR

- La Michoacana currently has a business at 135 N Main Street and has been very successful the past four years at this location. They are looking to expand their offerings and add a second location. La Mega Michoacana at 19 E Berkshire Drive would not only feature their ice cream and snacks offered at their existing facility but also include homemade tortillas and a taco bar.

La Mega Michoacana is eligible for a \$10,000 grant award under the matching grant program guidelines.

Upon approval of the grant by the City Council, the City and applicant will enter into an agreement that includes all the stipulations for the grant award. The agreement specifies what documentation must be submitted before the payment is disbursed. Additionally, it has provisions to recoup the

grant in case the business closes before the required four-year period. The agreement and application are attached.

In order to objectively analyze the applications for funding, eligibility criteria have been established in the Ordinance approving this program. The list below outlines the evaluation of the applicant's request in relation to our eligibility criteria:

1. The program is open to any new sales-tax generating business that will occupy vacant retail space or a building or that will construct a new building for its business.
 Meets *Does not meet*
2. Applicant must meet a minimum annual taxable sales threshold of at least \$150,000.
 Meets *Does not meet*
3. Applicant's business must provide a stocked retail showroom for retail products.
 Meets *Does not meet*
4. Applicant must provide written proof of façade, fixture, furniture, and equipment (FFE) costs.
 Meets *Does not meet*
5. Applicant must file an application for grant funding prior to commencing improvements.
 Meets *Does not meet*
6. Grant recipient may re-apply after five years from the date of recipient's previous award.
 Meets *Does not meet*
7. Eligible FFE includes, but is not limited to, shelving, racks, tables, chairs, furniture, point-of-sale systems, fixed computer equipment used in business operation, televisions located in dining rooms or showrooms, office furniture and appliances.
 Meets *Does not meet*

The applicant's request has been evaluated based on the above eligibility criteria and their planned purchase of FFE. The current application would meet seven of the seven eligibility criteria.

FUNDING STATUS OF 2017-2018 PROGRAM

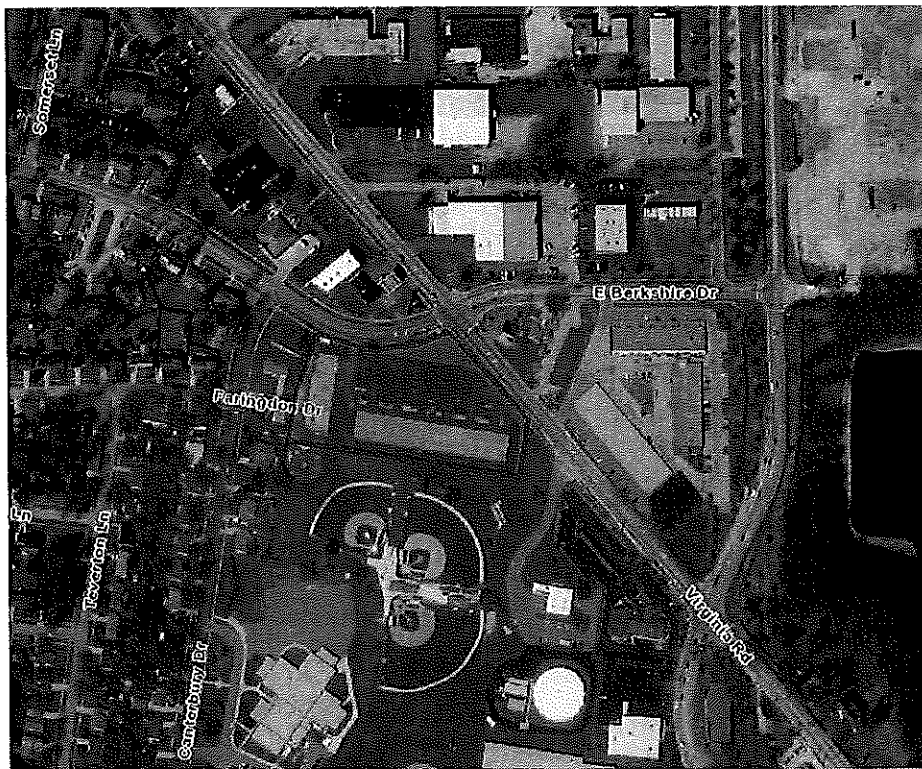
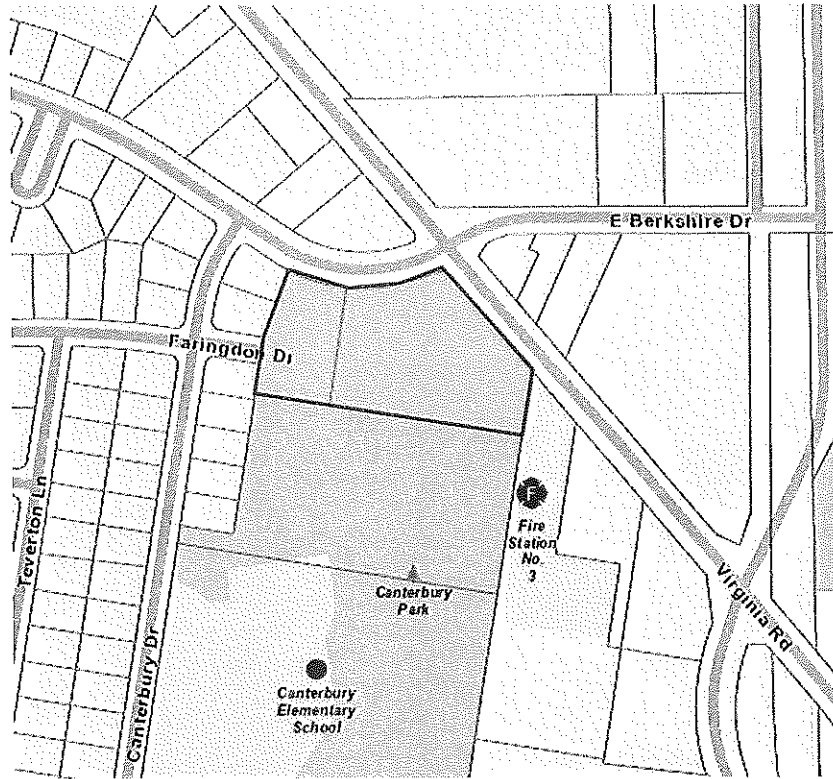
For the 2017-2018 Fiscal Year, there is \$80,000 budgeted for the Retailer and Manufacturer Job Creation and Investment Program. This is the fifth application received this fiscal year for the program, so there are sufficient funds for the grant.

Applicant Name/ Business Name	Address	Total Requested	Date Approved	Amount Approved
Knife Experience	230 W. Virginia St #450	\$10,000	10/17/17	\$10,000
Mum Floral and Design	37 North Williams Street	\$5,000	10/17/17	\$5,000
Flying Friends	435 Angela Lane	\$10,000	11/7/17	\$10,000
Camfil Farr	500 S Main	\$10,000	Pending	Pending
La Mega Michoacana	19 E Berkshire Drive, Unit D	\$10,000	Pending	Pending
Totals		\$45,000		Pending

Votes Required to Pass:

A simple majority of the City Council in attendance.

2018-15 La Mega Michoacana 19 E Berkshire Drive, Unit D



Res.



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 is hereby authorized and directed to execute an agreement with La Mega Michoacana, for a Retail Façade and Commercial Tenant Improvement Matching Grant in an amount not to exceed \$10,000.

DATED at Crystal Lake, Illinois, this 20th day of March, 2018.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: March 20, 2018

APPROVED: March 20, 2018



Agenda Item: 17

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	March 20, 2018
<u>Item:</u>	Proposed Lake Safety Program Budget
<u>Staff Recommendation:</u>	Motion to adopt an ordinance amending Chapter 181-1 of the City Code, regarding Boats and Boating, Decal; fees; and, Motion to adopt a resolution approving the proposed Lake Safety Program Budget for Fiscal Year 2018/2019.
<u>Staff Contact:</u>	Eric Helm, Deputy City Manager

Background:

Per the terms of the Intergovernmental Agreement for Enforcement and Safety Patrol upon Crystal Lake, attached is the 2018/2019 Budget proposal from the Village of Lakewood. This budget was recently approved at the Tuesday, March 13, 2018 Village Board meeting.

In April 2017, the City Council considered and approved the 2017 budget. Last year, the Village of Lakewood recommended that consideration be given to potentially increasing the purchase price of boat decals in the 2018 budget. The proposed 2018 budget recommends a \$5 increase in decal fees. The sticker costs for human powered boats will increase from \$15 to \$20, and the sticker cost for non-human powered boats will increase from \$25 to \$30. The existing sticker prices were established in 2005.

The Village of Lakewood recommends the increase for the following reasons:

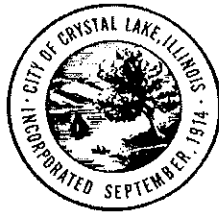
- The current revenues received from stickers are lower than anticipated.
- Since 2016, expenditures have exceeded revenues. In the past, the budget was balanced using fund reserves. Expenditures have exceeded revenues due to increased salary costs and equipment expenses.
- The proposed 2018 budget recommends the purchase of buoys.

The \$5 increase will result in projected revenues (\$35,010) exceeding projected expenditures (\$30,036).

There are no recommended changes to the Boating and Safety regulations. Also enclosed is a copy of the 2017 Lake Patrol Activity Report, the Intergovernmental Agreement for Enforcement and Safety Patrol, and the Lake Safety Ordinance.

Votes Required to Pass:

Simple majority vote of the City Council.



DRAFT

The City of Crystal Lake

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the annual Lake Safety Program Budget for the fiscal year May 1, 2018 through April 30, 2019 is hereby approved and adopted.

DATED at Crystal Lake, Illinois, this 20th day of March 2018.

APPROVED:

Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: March 20, 2018

APPROVED: March 20, 2018

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

Ordinance #:
File #:



DRAFT

**AN ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE
PERTAINING TO THE AMENDMENT OF CHAPTER 181.**

WHEREAS, the cost of lake usage decals are determined annually as part of the budget process; and

WHEREAS, the Mayor and City Council have found and determined that it is in the best interest of the City and its residents to amend the City Code.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF
THE CITY OF CRYSTAL LAKE:**

SECTION I: Recitals.

The foregoing recitals are hereby incorporated as though fully restated herein.

SECTION II: Method of Amendments: As used in this ordinance, strikethroughs represent deletions, bold letters represent additions. Items within brackets are explanatory, only, and are not intended to be included within the text of the City Code.

SECTION III: **Amendments to Section 181-1 (Decals; fees)**

Section 181-1 of the City Code of Ordinances is hereby amended as follows:

All designated watercraft which are operated on Crystal Lake shall display a current lake usage decal. Initial decal fees shall be ~~\$15~~ **\$20** for paddleboats or similar watercraft that are powered by human power. All other watercraft shall be ~~\$25~~ **\$30**. The cost of replacement decals shall be \$1. Replacement decals may be issued for boats purchased to replace a boat for which a decal has been issued. The future cost of said decal shall be determined annually as part of the budget process.

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

DATED at Crystal Lake, Illinois, this 20th day of March, 2018.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: March 20, 2018

Approved: March 20, 2018



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date:

March 20, 2018

Item:

Three Oaks Concessionaire Operation

City Council Discretion:

A motion awarding the proposal for the Three Oaks Concessionaire Operation and adopting a resolution authorizing the City Manager to execute a five-year agreement with *A Vendor of the Council's Choice* for operation of the Three Oaks Concessions, with two optional three-year agreement extensions.

Staff Contact:

Eric Helm, Deputy City Manager
Nick Hammonds, Management Assistant

Background:

Culver's has operated the concessions at the Three Oaks Recreation Area since the park opening in 2010. Culver's notified the City of their inability to continue operations of the concessions at the park for the 2018 season. Due to this fact, City staff subsequently prepared a request for proposals to evaluate submissions from local restaurants to operate the concessions.

On Friday, February 2, 2018, the City of Crystal Lake publicly opened and read aloud the proposals received for the Three Oaks Recreation Area Concessionaire. A total of seven local vendors submitted proposals for the concessions operation.

- The Cottage
- Jersey Mike's
- Breaking Bread
- Galloway's Subs
- La Michoacana
- Smoothology
- Duke's Alehouse – *Proposal Withdrawn*

It should be noted that the Cottage scored the highest ranking among the submitted proposals.

All Vendors have expressed a willingness to enter into an acceptable lease with the City based on their proposed lease compensation. The proposed agreement language and specifications are attached. The submittal information is attached and summarized below.

Review of Submittals:

The RFP contained criteria that can be used to evaluate each vendor. The criteria are number of years of experience, quality of food services offered, proposed compensation, suggested menu, proximity or availability of services and efficiency of service.

Evaluation Criteria 1: Years of Experience

The RFP included experience in the food industry as a criteria for evaluation. Years of operating a restaurant in the Crystal Lake area is included as a criterion for experience in the City. The table below details the years of experience.

Vendor	Years of Experience Operating in Area	Business Years in Operation
The Cottage	10+ Years	31+ Years
Galloway's Subs	8 Years	8 Years
Jersey Mike's	7 Years	62 Years
Breaking Bread	6 Years (1 year at Crystal Lake location / 5 years at Cary)	6 Years
La Michoacana	4 Years	4 Years
Smoothology	1 Year	3 Years

Evaluation Criteria 2: Quality of Food Services Offered

All proposers operate or have operated restaurants in Crystal Lake. Each proposer has experience serving food in a restaurant setting and has submitted menu options that will be prepared on site at the Three Oaks concessions. However, several of the vendors (Galloway's, La Michoacana and Smoothology) do not have experience at their existing restaurant with serving the core menu items proposed for Three Oaks. The food quality for these vendors is unknown.

Vendor	Experience with Menu Proposed
The Cottage	Proposed menu mirrors existing restaurant offerings.
Jersey Mike's	Proposed menu mirrors existing restaurant offerings.
Breaking Bread	Proposed menu mirrors existing restaurant offerings.
Galloway's Subs	Menu differs; existing restaurant does not serve grilled items.
La Michoacana	Menu differs; existing restaurant does not serve grilled items.
Smoothology	Menu differs; existing restaurant does not serve grilled items.

Evaluation Criteria 3: Menu Price

The submitted proposals included different menu options and pricing, which is attached to this supplement. Below is a breakdown of four common menu items and pricing proposed by each vendor. The items have also been totaled, to get a total meal price.

Vendor	Hamburger/Sub	Fries/Chips	Medium Soft Drink	Ice Cream	Total for Meal
The Cottage	\$2.75	\$1.99	\$1.85	\$1.99	\$8.58
La Michoacana	\$3.50	\$1.75	\$1.85	\$2.25	\$9.35
Jersey Mike's	\$5.45 (Sub)	\$1.25 (chips)	\$1.99	\$0.99	\$9.68
Galloway's Subs	\$4.39	\$2.29	\$1.69	\$2.29	\$10.66
Smoothology	\$5.49	\$1.39 (chips)	\$1.49	\$2.49	\$10.86
Breaking Bread	\$5.00	\$2.00	\$2.50	\$1.50	\$11.00

Evaluation Criteria 4: Proposed Compensation

Below is a breakdown of the proposals received and the monthly rent proposed by each vendor.

	<u>The Cottage</u>	<u>La Michoacana</u>	<u>Jersey Mike's</u>	<u>Smoothology</u>	<u>Breaking Bread</u>	<u>Galloway's Subs</u>
2018	8.5%	8%	8%	7.5%	7%	6.75%
2019	8.5%	8.25%	8.25%	8%	7.5%	7%
2020	9%	8.5%	8.5%	8.5%	8%	7.5%
2021	9%	8.5%	8.5%	8.5%	8%	8%
2022	9%	8.5%	8.5%	8.5%	8.5%	8%
Add. Term	9.5%	9%	8.75%	8.5%	8.5%	8.5%
Add. Term	9.5%	9%	8.75%	8.5%	8.5%	8.5%

Evaluation Criteria 5: Proximity/Availability of Services

All proposers operate or have operated restaurants in Crystal Lake. City staff has met with each vendor at the concessions site. All proposers have indicated their ability to use staff and resources from their Crystal Lake location to supplement the Three Oaks concessions operation.

Evaluation Criteria 6: Efficiency of Service

The RFP included evaluative criteria for efficiency measures submitted by proposers. The food offering and efficiency of serving the food is included, as well as ideas presented by the proposers to reduce wait times during increased volumes of beach attendance. All proposers submitted ideas to address efficiency of service. The table below ranks the potential efficiency of each vendor.

	<u>Efficiency Ranking</u>	<u>Reason for Ranking</u>
Jersey Mike's	1	Vendor will serve a majority of cold sandwiches. No fried items will be served. Vendor currently has a "fast food" concept restaurant.
The Cottage	2	Vendor proposed small burger patties that cook quickly. They have also proposed several concepts to speed service. In addition, the vendor expressed an interest in establishing an independent food cart.
Breaking Bread	3	Vendor has a mix of cold sandwiches, grilled and fried items.
Galloway's Subs	4	Vendor only has experience serving cold sandwiches. Vendor does not have operational experience with several menu items. This could slow service.
Smoothology	5	Vendor only has experience serving drinks and small sandwiches. Vendor does not have operational experience with several menu items. This could slow service.
La Michoacana	6	Vendor only has experience serving drinks and ice cream. Vendor does not have operational experience with a majority of the menu items. This could slow service.

Evaluation Criteria Summary

The RFP included objective and subjective evaluation criteria for submittals for the Three Oaks concessionaire operation. To provide a breakdown of City staff's evaluation, a number from 1 (highest rank/more desirable) to 6 (lowest rank/less desirable) has been assigned to each vendor based on their submittal.

Evaluation Criteria	1	2	3	4	5	6	Total
	Years of Experience in Crystal Lake/Area	Quality of Food Services Offered	Pricing	Proposed Compensation	Proximity or Availability of Services	Efficiency of Services	<i>Lowest Number indicates best scoring</i>
Cottage	1	1	1	1	All Vendors Have Crystal Lake Locations.	2	6
Jersey Mike's	3	1	3	3		1	11
La Michoacana	5	2	2	2		6	17
Galloway's Subs	2	2	4	6		4	18
Breaking Bread	4	1	6	5		3	19
Smoothology	6	2	5	4		5	22

Recommendation:

City Council discretion.

Votes Required to Pass:

Simple majority vote of the City Council.



RESOLUTION

DRAFT

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 five-year agreement with _____ as the sole concessionaire at the Three Oaks Recreation Area Beach, with two optional three-year agreement extensions.

DATED this 20th day of March, 2018.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: March 20, 2018

APPROVED: March 20, 2018



Agenda Item No: 19

**City Council
Agenda Supplement**

Meeting Date: March 20, 2018

Item: 2018 Street Resurfacing Program Bid Award

Staff Recommendation: Motion to award the 2018 Street Resurfacing Program bid to the lowest responsive and responsible bidder, Geske and Sons, Inc., in the bid amount of \$1,713,255.99, and adopt a resolution authorizing the City Manager to execute a contract with Geske and Sons, Inc., allowing for a 10 percent contingency.

Staff Contact: Abigail Wilgreen, City Engineer

Background:

On March 2, 2018, the City opened and publicly read the bids received for the 2018 Street Resurfacing Program. This year's program includes paving of the Beardsley St. parking lots and paving at the wastewater treatment plants. The City received six bids and the results are tabulated below.

<i>Firm</i>	<i>Amount of Bid</i>
Geske and Sons ¹ Crystal Lake, IL	\$1,713,255.99
Curran Contracting Company Crystal Lake, IL	\$1,743,689.11
Lorig Construction Des Plaines IL	\$1,752,533.66
Plote Construction Hoffman Estates, IL	\$1,958,210.04
Schroeder Asphalt Marengo, IL	\$2,049,785.29
Arrow Road Construction ² Mt. Prospect, IL	Nonresponsive

¹ Indicates Recommended Lowest Responsive and Responsible Bidder.

² Arrow Road bid was nonresponsive as the bid omitted a unit price and was therefore incomplete.

In consultation with special counsel, because Arrow Road construction omitted a unit price on their bid submittal, the City determined that Arrow Road's bid was nonresponsive, and that Geske and Sons was the lowest responsive and responsible bidder.

This year's bid amount is \$134,601.89 below the budgeted estimate and includes resurfacing of the Beardsley parking lot and wastewater access roads and lots. The attached table and map lists the streets in this year's program. The City has used Geske and Sons on past resurfacing programs and is very satisfied with their performance. Specifications were sent to various contractors and standard bid advertisement procedures were followed. This project is included in the Fiscal Year 2018-2019 budget.

Votes Required to Pass:

Simple majority vote



The City of Crystal Lake Illinois

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute the contract with Geske and Sons, Inc., for the 2018 Street Resurfacing Program in the amount of \$1,713,255.99. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this 4th day of April, 2018.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Mayor

SEAL

ATTEST:

City Clerk

PASSED: April 4, 2018

APPROVED: April 4, 2018



Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date: March 20, 2018

Item: 2018 Sidewalk and Curb/Pedestrian Ramp (ADA) Installation Program Bid Award

Staff Recommendation: Motion to award the 2018 Sidewalk and Curb/Pedestrian Ramp (ADA) Installation bid to the lowest responsive and responsible bidder, Strada Construction Company, in the bid amount of \$267,742.12, and adopt a resolution authorizing the City Manager to execute a contract with Strada Construction Company, allowing for a 10 percent contingency.

Staff Contact: Abigail Wilgreen, City Engineer

Background:

On March 2, 2018, the City opened and publicly read the bids received for the Annual Sidewalk and Curb/Pedestrian Ramp (ADA) Installation Program. The City received six bids and the results are tabulated below.

<i>Firm</i>	<i>Amount of Bid²</i>
Strada Construction Company ¹ Addison, IL	\$267,742.12
Chadwick Contracting Company Lake in the Hills, IL	\$282,074.63
Copenhaver Construction Gilberts, IL	\$366,963.00
Bergquist & Zimmerman Crystal Lake, IL	\$375,156.50
Schroeder & Schroeder Skokie, IL	\$392,435.00
Alliance Contractors Woodstock, IL	\$409,377.24

¹ Indicates Recommended Lowest Responsive and Responsible Bidder.

² Corrected Bid Amount Based on Submitted Unit Prices with Adjusted Quantities

This program will remove and replace curb and gutter along the streets in the 2018 Street Resurfacing Program that are in need of repair. The City will continue implementing Federal American Disability Act requirements for the approach ramps to crosswalks, which have very specific requirements that must be met for grades and cross slopes.

In addition, the annual sidewalk and curb replacement program is included. Every year, the City's Engineering Division surveys one quarter of the City, and evaluates all of the sidewalks in that section of the City. The City also routinely responds to reports of damaged sidewalks and curbs that are received from residents and staff. The City keeps record of all the damaged sidewalks and prepares a sidewalk repair program annually to repair all of the sidewalks that meet the replacement criteria.

Due to advantageous prices, City staff has increased quantities to repair additional areas beyond what was included in the original bid. The City has used Strada on past sidewalk and curb programs and was very satisfied with their performance. Specifications were sent to various contractors and standard bid advertisement procedures were followed. This project is included in the Fiscal Year 2018-2019 budget.

Votes Required to Pass:

Simple majority vote



The City of Crystal Lake Illinois

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute the contract with Strada Construction Company for the 2018 Sidewalk and Curb/Pedestrian Ramp (ADA) Installation in the amount of \$267,742.12. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this 20th day of March, 2018.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Mayor

SEAL

ATTEST:

City Clerk

PASSED: March 20, 2018

APPROVED: March 20, 2018



Agenda Item No: 21

**City Council
Agenda Supplement**

Meeting Date:

March 20, 2018

Item:

Closed Transition Automatic Power Transfer Switch
Purchase

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute an agreement with Graybar for the purchase of two ASCO Closed Transition Automatic Power Transfer Switches through the U.S. Communities Purchase Contract #EV2370, in the total amount of \$35,372.34.

Staff Contact:

Michael Magnuson, Director of Public Works

Background:

The Public Works Department's fiscal year 2017/2018 budget includes the replacement of the existing generator power transfer switches for City Hall. The new switches will be closed transition automatic transfer switches (CTTS). The CTTS will be used to transfer to backup generator power when required. Utilizing a CTTS avoids the momentary interruption of electrical power that occurs with traditional transfer switches. With an ever increasing amount of equipment in City Hall with digital processors (HVAC, computer equipment, telephones, etc.), these momentary interruptions can disrupt operations and damage equipment.

Through the U.S. Communities Purchase Contracts, the City is able to take advantage of the Cooperative members' leveraged contract. This program allows members to combine purchasing power, which significantly reduces costs. 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

The Public Works Department recommends purchasing two (2) ASCO Closed Transition Automatic Power Transfer Switches for a total of \$35,372.34 from Graybar in Glendale Heights, IL, through the U.S. Communities Purchase Contract #EV2370. Funds have been budgeted for this purchase.

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 Purchase Agreement between the CITY OF CRYSTAL LAKE and Graybar for the purchase of two ASCO Closed Transition Automatic Power Transfer Switches through the U.S. Communities Purchase Contract #EV2370.

DATED this 20th day of March, 2018.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: March 20, 2018

APPROVED: March 20, 2018



Agenda Item No: 22

**City Council
Agenda Supplement**

Meeting Date:

March 20, 2018

Item:

Design, Printing, Labeling and Mailing of City Newsletter, and Printing and Delivery Services for Letterhead, Envelopes, Mailing Labels, and Business Cards.

Staff Recommendation:

Motion to award the Design, Printing, Labeling and Mailing of City Newsletter, Printing and Delivery Services for Letterhead, Envelopes, Mailing Labels, and Business cards bid to Copy Express, in the amount bid, and adopt a resolution authorizing the City Manager to execute a five-year service agreement with Copy Express.

Staff Contact:

Eric Helm, Deputy City Manager
Jillian Austin, Executive Assistant

Background:

On Friday, January 26, 2018, the City of Crystal Lake publicly opened and read aloud the bids received for a five-year (5-year) contract for the design, printing, labeling and mailing of the City newsletter, as well as printing and delivery services for letterhead, envelopes, mailing labels, and business cards.

In order to receive the best pricing, it is City staff's recommendation to award the design, printing, labeling and mailing of the City's newsletter and the printing and delivery services for letterhead, envelopes, mailing labels, and business cards to Copy Express.

Per the Bid Specifications, the City retains the rights to award a complete contract to the lowest overall bidder for all requested services. Copy Express submitted a complete bid for all services.

The following is a breakdown of Year 1 base bid category totals for the lowest amount of requested materials.

	Newsletter Only	Other Printing Services Only	Complete Contract Total
Copy Express ✓ Woodstock, IL	\$8,787.50	\$1,725.00	\$10,512.50
Service Printing Huntley, IL	\$8,475.00	\$4,237.43	\$12,712.43
Four Solutions Houston, TX	\$9,312.50	\$4,086.00	\$13,398.50
Work N Turn Lincolnshire, IL	No bid submitted	\$3,639.70	N/A
Hagg Press Elgin, IL	\$7,500.00	No bid submitted	N/A
FCL Graphics Harwood Heights, IL	\$9,362.50	No bid submitted	N/A
Creekside Printing* Elgin, IL	N/A	N/A	N/A

✓ - Indicates lowest responsive and responsible bidder.

*Submitted an incomplete bid.

Newsletter Printing Includes:

- Monthly 8 Page Newsletter (lowest amount printed 12,500)
- Monthly 12 Page Newsletter (lowest amount printed 12,500)

Other Printing Services Includes:

- City Letterhead (lowest amount printed 10,000)
- Police/Fire Letterhead (lowest amount printed 2,000)
- Blank Second Page Letterhead (lowest amount printed 2,500)
- Standard Envelopes (lowest amount printed 10,00)
- Window Envelopes (lowest amount printed 10,000)
- Mailing Labels (lowest amount printed 300)
- Business Cards (lowest amount printed 500)
- Collated and Glued Printing (lowest amount printed 500)

As part of the bid, firms were requested to submit pricing for five (5) years. The terms of the Invitation to Bid stipulate that the City may terminate the contract by 30 days written notice. Although there would be the availability to terminate the agreement, the pricing for the services would be set for five (5) years. The five-year (5-year) term of the agreement allows the City to take advantage of greater economies of scale, as well as ensuring consistency for design, printing, labeling, and mailing services of the City newsletter, as well as printing and delivery services for letterhead, envelopes, mailing labels, and business cards over the period of the contract.

Recommendation:

The City Manager's Office has reviewed all bids received for completeness and accuracy in accordance with the Invitation to Bid document and has verified references provided by Copy Express and received positive recommendations. References spoke highly of the owner and his staff's quality of work, timeliness, fast turnaround, clear communication and competitive prices. Copy Express provides printing services for other local municipalities and large area corporations.

It is staff's recommendation to award the Design, Printing, Labeling, and Mailing of the City Newsletter and the Printing and Delivery Services for Letterhead, Envelopes, Mailing Labels, and Business Cards contract to Copy Express based on the submitted prices for a five-year (5-year) contract period.

Votes Required to Pass:

Simple majority vote of the City Council.



DRAFT

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, of McHenry County, Illinois, that the City Manager be and he is hereby authorized and directed to execute a five-year service agreement for the design, printing, labeling, and mailing of the City newsletter and the Printing and Delivery Services for Letterhead, Envelopes, Mailing Labels, and Business Cards between the City of Crystal Lake and Copy Express in the submitted bid amounts.

DATED this 20th day of March, 2018

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: March 20, 2018
APPROVED: March 20, 2018



Agenda Item No: 23

**City Council
Agenda Supplement**

Meeting Date: March 20, 2018

Item: Water & Wastewater Laboratory Services

Staff recommendation: Motion to award the bid for water and wastewater laboratory services to the lowest responsive and responsible bidder, Suburban Laboratories, in the submitted bid amounts, and adopt a resolution authorizing the City Manager to execute a three-year contract with Suburban Laboratories with the option for two additional one-year extensions.

Staff Contact: Michael Magnuson, Director of Public Works

Background:

On February 22, 2018, the City of Crystal Lake publicly opened and read aloud the bids received for drinking water and wastewater analytical testing required by the Illinois Environmental Protection Agency (IEPA). These tests are beyond the resources of our in-house wastewater staff.

The bid results for the estimated annual total are as follows:

Bidder	Estimated Annual Cost
√ Suburban Laboratory Geneva, IL	\$ 63,367.00
Prairie Analytical Lake in the Hills, IL	\$ 64,442.35

√ Indicates recommended lowest responsive and responsible bidder

The IEPA requires all community water suppliers and wastewater treatment agencies to complete specific testing for a variety of contaminants and biological properties. An IEPA certified laboratory must be used to test for the presence of micro-organisms and chemicals in the finished drinking water, and at various stages of wastewater treatment. This information must be reported on a monthly basis to the IEPA for compliance. The water system results are summarized in the annual Consumer Confidence Report.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. Staff received satisfactory references checks for Suburban Laboratories. Therefore, it is staff's recommendation to award the bid to the lowest responsive and responsible bidder, Suburban Laboratories, for drinking water and wastewater laboratory services.

Votes Required to Pass:

Simple majority



RESOLUTION

DRAFT

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 for water and wastewater laboratory services with Suburban Laboratories for three years with the option for two additional one-year extensions, in the submitted bid amount.

DATED this 20th day of March, 2018.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: March 20, 2018

APPROVED: March 20, 2018



Agenda Item No: 24

**City Council
Agenda Supplement**

Meeting Date: March 20, 2018

Item: Independence Day Fireworks Display

Staff Recommendation: A motion awarding the proposal for the Independence Day Fireworks Display and adopting a resolution authorizing the City Manager to execute a two-year agreement, based on the submitted proposal with American Fireworks, for the Independence Day Fireworks Display in the amount of \$35,000 or \$25,000, based on availability of budgeted funds, and authorizing the City Manager to approve up to 10 percent in justifiable contract amendments from a contingency allowance, with two optional one-year contract extensions.

Staff Contact: Eric Helm, Deputy City Manager
Paul DeRaedt, Deputy Fire Rescue Chief
Nick Hammonds, Management Assistant

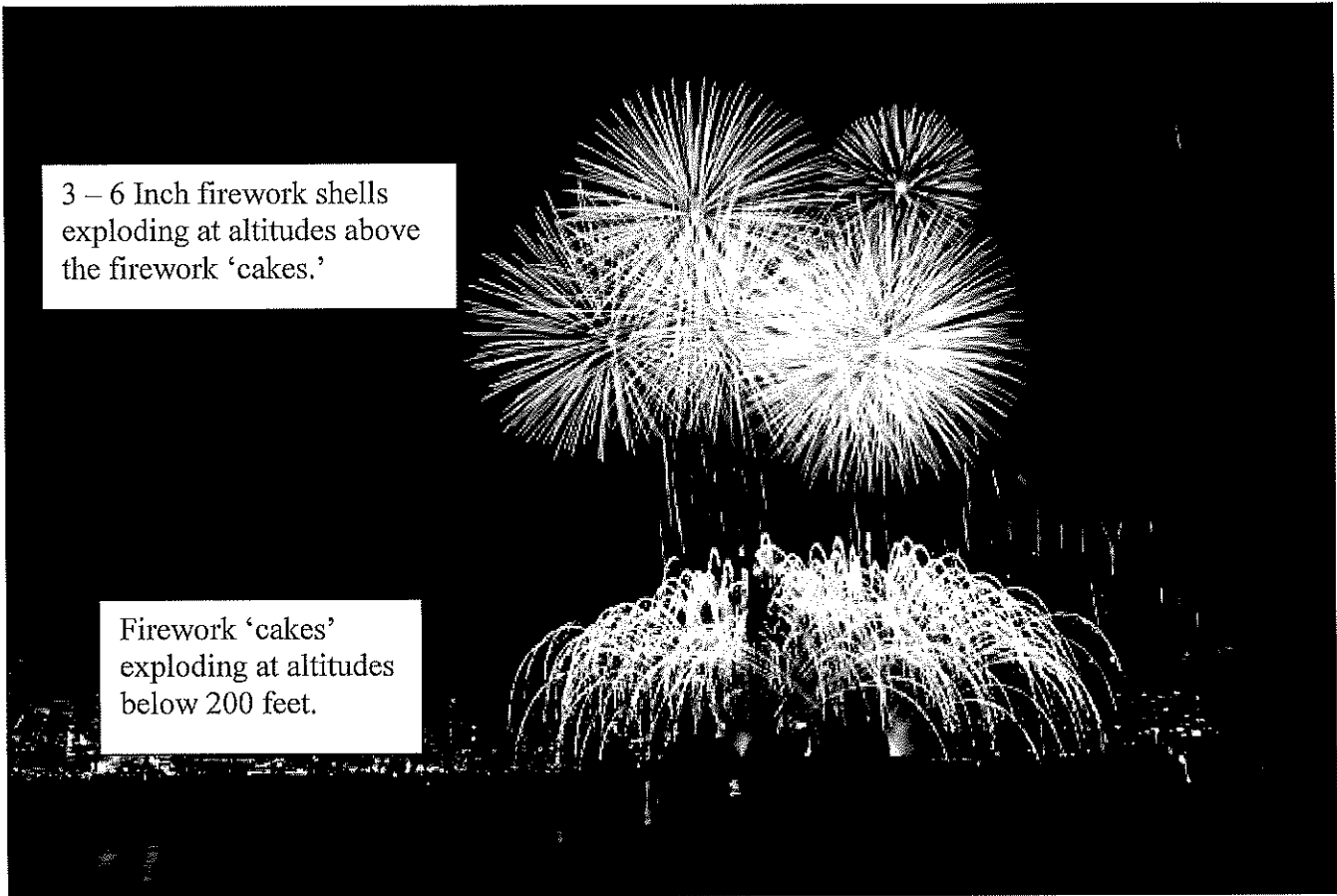
Background:

On Friday, January 26, 2018, the City of Crystal Lake publicly opened and read aloud the proposals received for the Independence Day Fireworks Display. The previous contract with Pyrotechnico expired. The City asked vendors to provide show details for both a \$25,000 and a \$35,000 show, based on the availability of funds. The City requested proposals for a variety of fireworks shells to provide a high altitude and engaging show.

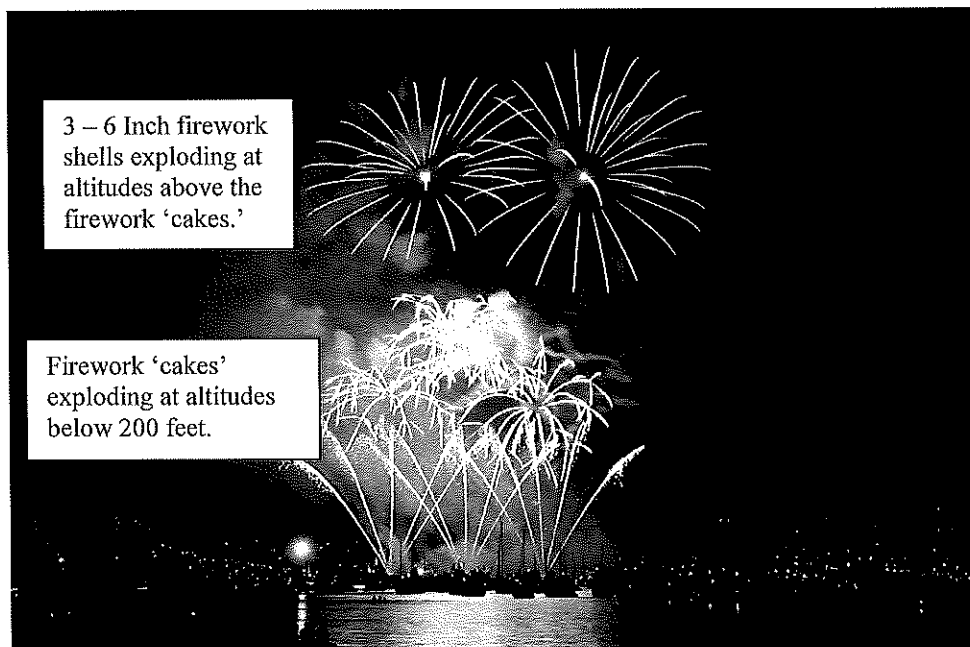
City staff requested vendors to submit a fireworks show using three inch to six inch shells. Each vendor submitted a display using the requested shell sizes, along with the use of firework 'cakes.' Firework 'cakes' are used to provide contrast for the high altitude fireworks and typically rise less than 200 feet in the air. A breakdown of the submitted shows are attached.

The following page details the use of the three to six inch shells along with the lower altitude 'cakes' for a fireworks display.

Picture 1



Picture 2



Shell Size	Maximum Shell Altitude
Fireworks "Cakes"	200 Feet
Three Inch Shells	300 Feet
Four Inch Shells	400 Feet
Five Inch Shells	500 Feet
Six Inch Shells	600 Feet

Below is a breakdown of the proposals received.

<u>Fireworks Display Show Totals</u>	American Fireworks	Mad Bomber	Melrose Pyrotechnics	Zambelli Fireworks	J & M Displays
July 7, 2018 \$35,000:	2,554 Shells	1,762 Shells	1,556 Shells	1,795 Shells	14,000* Shells
July, 2019 \$25,000:	1,948 Shells	1,264 Shells	1,144 Shells	1,295 Shells	12,000* Shells

*J & M Displays submitted a fireworks show using a majority of the lower altitude 'cakes' as described above. The Request for Proposals required shows using a majority of three to six inch fireworks shells.

After careful evaluation of the proposals received, the City Manager Office and Fire Rescue Department staff are recommending approval of the proposal submitted by American Fireworks. The proposal submitted by American Fireworks included the highest total number of fireworks, and meets all the requirements of the Request for Proposal document and the Fire Rescue Department. J & M Displays is not recommended since the vendor submitted a show that uses a majority of the low altitude 'cakes.'

Staff contacted references in Carbondale, Illinois; Lakewood, Ohio; Cleveland, Ohio; St. Clair, Michigan; and Hoosier Park Casino in Indiana, and received positive feedback for American Fireworks' services. American Fireworks has also performed barge shows similar to Crystal Lake's show in Cleveland, Ohio, and St. Clair, Michigan.

General Information:

The 2018 fireworks display would occur on July 7, 2018 to coincide with the final day of the Lakeside Festival. The fireworks display will be located on the lake, as has been done in past years, with the display to be set up on a floating platform on the lake. The Fire Rescue Department will be the lead City agency coordinating the Contractor's activities. The initial contract period is for two (2) years. The proposal may be renewed for two (2) additional one-year periods, if mutually agreed upon by both parties.

Platform:

The assembly of the show will take place near the center of the lake so that nearby roads can be reopened to traffic. No wake restrictions on the lake are in effect during the entire time the fireworks are on site. The City will coordinate the tow of the Barge. The Fire Rescue Department will assign one of its members to transport the fireworks vendor to and from the shore during the course of the day as needed. The Crystal Lake Park District

and the Fire Rescue Department will maintain a safe perimeter between the barge and boaters and swimmers during set up and the show.

Budget:

The proposal describes an all inclusive fireworks display to be provided at a cost of \$25,000 or \$35,000. Typically, the City has budgeted \$25,000 annually for the show. In 2017, the City received a donation of \$10,000 to increase the size of the show to \$35,000. Since the 2017 show did not utilize this donation, the donation will be applied to the 2018 show. In addition, a \$5,000 annual Park District donation will be allocated to the total cost of the \$35,000 show.

Performance Penalty Clause:

Due to the public relations impact and credibility of the program, a payment penalty has been incorporated into the contract for fireworks that do not fire properly and inventory shortage as contracted. The City has reserved the right to determine an acceptable reduced amount based on the duration, type of shells, and type of display in which any errors occur.

Specifications:

The fireworks display is to take place on Saturday, July 7, 2018 and is to start at approximately 9:25 p.m. The display shall be a minimum of 25 minutes in length. The vendor agrees that should inclement weather prevent a fireworks display on the above date, the display will occur on the next feasible (good weather) day agreed upon by both parties. The fireworks shall be ignited by use of a choreographed display and fired by computer control. The vendor is required to abide by the National Fire Protection Association (NFPA) Code for public display of fireworks.

Testing: Contractor shall perform tests before beginning the official program in order to determine that winds will not carry hot or burning matter where it can cause damage to persons or property. No aerial display may be fired when winds exceed 20 mph or when conditions are deemed unsafe by the City. The Contractor shall ensure that all equipment and or materials required for the program are properly setup no later than 5:00 p.m. on the day of the show.

Transportation and Storage: The Contractor is responsible for and must arrange for transportation of their staff, supplies, and equipment to the docked barge site on Crystal Lake. The transportation of fireworks shall be in compliance with the regulations of the U.S. Dept. of Transportation and all state and local motor vehicle laws applicable to the area through which the fireworks are transported. The vendor shall provide necessary safety equipment, proper storage of materials, and security for fireworks at the site. Fire extinguishers shall be in plain view and adequate for the size of the display.

Cleanup: All equipment and apparatus will be removed by the vendor upon completion of the show.

Recommendation:

The Fire Rescue Department and City Manager's Office have reviewed all proposals received for completeness and accuracy in accordance with the Request for Proposals document and have checked references. It is staff's recommendation to award a contract for the Independence Day Fireworks Display to American Fireworks in the total proposal amount of \$35,000.00 or \$25,000.00 based on the availability of budgeted funds. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

Votes Required to Pass:

Simple majority vote of the City Council.



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 two-year agreement based on the submitted proposal with American Fireworks for the Independence Day Fireworks Display in the amount of \$35,000 or \$25,000, based on availability of budgeted funds. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance, with two optional one-year contract extensions.

DATED this 20th day of March, 2018.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: March 20, 2018
APPROVED: March 20, 2018



Agenda Item No: 25

City Council Agenda Supplement

Meeting Date:

March 20, 2018

Item:

Third-Party Inspection Reporting Bid

Staff Recommendation:

Motion to award the contract for a third-party inspection reporting service to the lowest responsive and responsible bidder, Brycer, LLC (d/b/a The Compliance Engine), and to adopt a resolution authorizing the City Manager to execute a two-year contract, with an optional third-year with Brycer, LLC (d/b/a The Compliance Engine) in the submitted bid amounts.

Staff Contact:

Paul DeRaedt, Fire Rescue Chief
Mike Magnuson, Public Works Director

Summary:

On Monday, November 13, 2017, the City of Crystal Lake publicly opened and read aloud the bids received for a Third Party Inspection Reporting vendor for fire and life safety systems and backflow prevention device inspection reports. Below is a listing of the bids received.

BIDDER

Brycer, LLC, d/b/a The Compliance Engine ✓

Bid

\$12.00/report

IROL, LLC

\$12.99/report

✓ *Indicates recommended lowest responsive and responsible bidder*

In an effort to automate the delivery of third-party inspection and testing reports for backflow preventers and fire and life safety systems, the City issued an invitation to bid for a third-party inspection reporting collection vendor. The selected vendor will provide web-based technology service to help Fire Rescue Department and Water Department personnel ensure code compliance by automating the submission requirements for private service contractors performing inspection, testing, and maintenance on installed fire and life safety systems and backflow prevention devices. Each Crystal Lake business or property owner will continue to select their own private inspection contractor(s). Instead of submitting the inspection reports to the City, these private inspection contractors will instead submit their inspection reports directly through the City's web-based system provided by the third-party inspection reporting vendor.

Outsourcing third-party inspection reporting collection will help reduce staff time spent in administering the collection of inspection reports and instead will increase staff's ability to enforce and verify compliant fire protection and backflow prevention systems. This service is provided at no cost to the City, only the private service contractor performing the inspection and submitting the inspection report is charged the fee by the third-party inspection reporting vendor.

Background:

The selected vendor will furnish a centralized and secure location (website) to perform, complete, submit, receive, manage, file, and share inspection reports for fire protection systems and backflow prevention devices.

Compliance with national, state, and local laws requires that business/building owners hire private service contractors to conduct annual inspection and maintenance of fire and life safety systems and backflow prevention devices. Contractors are required to provide the completed inspection and maintenance report to the appropriate department (Fire Rescue or Public Works) for review.

Reports are currently entered manually into databases, stored (electronically or hardcopy), and tracked by City staff in each operating department. Follow-up on deficient systems or non-inspected fire and life systems or backflow prevention devices falls on existing staff and requires extensive staff time and effort.

The proposed use of a third-party inspection reporting vendor would address issues such as non-compliance and deficiencies, and would clarify the report submission requirements for private service contractors performing inspection, testing, and maintenance on installed fire and life safety systems and backflow prevention devices.

Backflow Prevention Devices

The importance of ensuring a safe and uncontaminated water supply requires the Public Works Department to track the annual inspection of 3,100 backflow prevention devices within the City. Public Works staff spends a considerable amount of time (approximately 36 hours per month) sending out reminder letters and following-up with private service contractors and property owners to ensure the annual backflow prevention device inspection was completed and the report submitted to the City of Crystal Lake. Any inspection reports with deficiencies listed require further follow-up by Public Works staff (additional staff-hours) to ensure corrective action has been performed.

Fire and Life Safety Systems

There are over 3,000 tenant spaces the Fire Rescue Department inspects as part of its Life Safety Inspection program (LSI). On-duty fire crews are able to inspect all of these spaces in a three-year rotation. As part of the LSI program, a copy of the current life safety system inspections, if applicable, for that property are requested from the tenant/owner. The tenant/owner of the property either provides a current copy of the reports or has service conducted in order to comply with the City's adopted Fire Code.

The importance of the annual inspections of fire and life safety systems is to ensure business continuity with regular fire and life safety system maintenance where minor problems are identified early and corrected before they can lead to much bigger issues that could impact the business or building.

In 2016, the Fire Rescue Department responded to 328 fire and life safety system malfunction incidents, which required a contractor to perform service to correct a deficiency within the system. Regular inspection and maintenance of fire and life safety systems leads to a reduction in Fire Rescue responses to buildings with deficient systems.

An audit of the approximately 1,050 fire and life safety systems within the City and Rural Fire District found that only approximately 25% of the fire and life safety systems have submitted test certificates (approximately 260) for 2016. This means that 75% of fire and life safety systems

either have not had an annual inspection or the inspection reports were not provided to the Fire Rescue Department as required.

Inspections of life safety systems are to be completed annually or semi-annually, and the Fire Rescue Department is only receiving reports every three years if a property owner is not in compliance with the City's adopted Fire Code. Once the Fire Rescue Department conducts a tri-annual inspection, and requests a copy of the annual inspection report, the Fire Rescue Department typically has a 100% compliance. Rarely has the Fire Rescue Department needed to cite an owner/tenant for non-compliance.

Currently, the completed inspection and maintenance reports are sent to the Fire Rescue Department through various methods (faxed, mailed, or emailed). Any inspection report with listed deficiencies requires further follow-up by Fire Rescue staff to ensure corrective action has been performed. On average, Fire Prevention personnel spend 30-40 hours per month to review, file, and follow-up on the 25% of the reports submitted. This employee time commitment and cost would increase substantially if greater compliance was gained.

Listed below are the types of fire system inspections and frequency of reports a contractor is required to submit:

System	Frequency
Fire Alarm*	Annually
Fire Sprinkler*	Annually
Kitchen Hood Extinguishing*	Every 6 months
Fire Pump	Annually
Special Suppression (computer room)	Annually
Spray Booth	Annually
Standpipe	Annually
Emergency Generator	Annually
Smoke Control	Annually
Foam System	Annually
Private Fire Hydrant	Annually
Fire Sprinkler Pipe Obstruction	Every 5 years
Standpipe Hydrostatic Test	Every 5 years
Fire Escape Inspection	Every 5 years

*-indicates the most common annual inspection for a business (restaurant) with fire and life safety system(s).

Example: A restaurant that has a fire sprinkler, fire alarm, and kitchen hood extinguishing system would be required to have four (4) inspections annually: one (1) sprinkler system inspection, one (1) fire alarm inspection, and two (2) kitchen hood inspections. Total annual cost for a single private service contractor submitting the fire and life safety system reports is \$48.00. A backflow prevention device report would be an additional \$12 paid by the private service contractor submitting the annual inspection report.

Each Crystal Lake business or property owner will continue to select their own private inspection contractor(s). Instead of submitting the inspection reports to the City, these private inspection contractors will instead submit their inspection reports directly through the City's web-based system provided by the City's third-party inspection reporting vendor.

Third-Party Inspection Reporting Vendor

The selected third-party inspection reporting vendor will provide the collection, filing, and sharing of all inspection reports for the City, as well as provide the initial follow-up on deficient systems or devices. City staff from each department will be able to continuously monitor inspections via the secure website, but the amount of staff time for follow-up or reminders to property owners and private service contractors will be greatly reduced resulting in a more efficient process for all involved.

This service is provided at no cost to the City, only the private service contractor performing the inspection and submitting the inspection report is charged a nominal fee by the Third Party Inspection Reporting vendor.

Consultant Selection Process

The Fire Rescue Department and Public Works Department followed the City's Purchasing Policy to secure a qualified vendor. The City received proposals from two vendors in response to this request.

Staff from the both departments reviewed the proposals received and considered the following:

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

Below is a table of the local references provided by each bidding vendor with pricing, and start of service.

Brycer, LLC:

Alsip FD	\$12 per report	January 2017
Chicago FD	\$15 per report	January 2018
Itasca FPD	\$12 per report	January 2013
Libertyville FD	\$12 per report	October 2012
Oak Forest FD	\$12 per report	May 2013
Sycamore FPD	\$12 per report	January 2014
Warrenville FPD	\$12 per report	August 2011

IROL, LLC:

Addison FPD	\$12.99 per report	February 2012
Aurora FD	\$12.99 per report	May 2015
Huntley FPD	\$8.99 per report*	June 2015
Lake Forest FD	\$8.99 per report*	January 2012
Woodstock FRD	\$12.99 per report	January 2017

*-Basic Plan only (not part of RFP) without any staff reviewer follow-up by IROL.

Recommendation:

The City Manager's Office, Public Works Department, and the Fire Rescue Department have reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The Fire Rescue Department and Public Works staff have verified references and have received positive recommendations. It is staff's recommendation to award the bid to the lowest responsive and responsible bidder, Brycer, LLC (d/b/a The Compliance Engine).

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, a two-year contract, with an optional third-year, with Brycer, LLC (d/b/a The Compliance Engine) in the submitted bid amounts for third-party inspection reporting services.

Dated this 20th day of March, 2018.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Mayor

SEAL
ATTEST:

City Clerk

PASSED: March 20, 2018
APPROVED: March 20, 2018



Agenda Item No: 26

**City Council
Agenda Supplement**

Meeting Date:

March 20, 2018

Item:

Midwest Higher Education Compact Cooperative Purchasing Program for Server Virtualization Hardware, Software and Services

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute an agreement with Dell, Inc. in the amount of \$111,464.62 for the purchase of server virtualization hardware, software and services through the Midwest Higher Education Compact Cooperative Purchasing Program.

Staff Contact:

Gregory A. Fettes, Director of Information Technology

Background

During FY 2016, the City completed an IT Assessment and developed an IT Strategic Plan. The Assessment recommended both short and long term goals which were adopted in the City's IT Strategic Plan. Since that time, significant progress has been made in the implementation of these recommendations.

The Project

The next major initiative for the IT/Strategic Plan is the goal to virtualize all eligible network servers. A network server is a computer designed to act as a central repository and help in providing various resources like hardware access, disk space and printer access to other computers in the network. Some features of network servers are:

- They have more memory and storage capacity and also are configured to do additional processing to handle different client software requests;
- Servers are generally high performing computers with reliable and fast hard drives, powerful processors and high amounts of available memory;

- Servers can also act as a central file storage unit;
- Network authentication (login) and user control (rights) can be set and maintained for all workstations on the network through a network server (domain controller);
- Security can be effectively maintained throughout the network using servers.

Virtualization

Server virtualization is a virtualization technique that involves partitioning a physical server into a number of smaller, virtual servers with the help of specialized virtualization software. Typical data centers contain a large number of servers. Many of these servers frequently sit idle as the workload is typically distributed only to some of the servers on the network. This can result in low utilization of expensive server hardware, and an increased use of power, maintenance and cooling requirements for the data center. Server virtualization attempts to increase resource utilization by partitioning physical servers into several multiple virtual servers, each running its own operating system and applications. Server virtualization makes each virtual server look and act like a physical server; multiplying the capacity of every single physical machine.

Virtual servers are based on the host/guest model. Each guest runs on a virtual imitation of the hardware layer. This approach allows the guest operating system to run without modifications. It also allows the administrator to create guests that use different operating systems. The guest has no knowledge of the host's operating system because it is not aware that it is not running on real hardware. It does, however, require real computing resources from the host, so it uses a hypervisor (A hypervisor or virtual machine monitor (VMM) is computer software, firmware or hardware that creates and runs virtual machines) to coordinate instructions to the CPU (Central Processing Unit). The hypervisor validates all the guest-issued CPU instructions and manages any executed code that requires additional privileges. VMware and Microsoft Hyper-V are examples of hypervisors.

Virtualization is an increasingly important trend in enterprise IT management. Server virtualization can be used to eliminate server sprawl (the tendency to increase the number of physical servers in an environment), to make more efficient use of server resources, to improve server availability, to assist in disaster recovery (recovering a virtual environment is significantly easier than recovering a completely physical environment), testing and development and to better centralize server administration.

Current Environment

The City currently operates twenty-three (23) network servers throughout its Wide Area Network. Seven (7) of these servers are utilized in the Police squad/detention facility/interview room video system and the city facility video surveillance system. These servers are

specialized pieces of hardware that are specifically designed to effectively communicate with the cameras, provide proper retention policies, and store large amounts of video data. Because of this specialization and high network traffic usage, these servers are not good candidates for virtualization.

Of the fifteen (15) remaining network servers, twelve are good candidates for virtualization. The three (3) remaining servers that are not recommended for virtualization at this time are the following:

- Secondary Domain Controller (the Domain Controller manages all logins and rights requests on the network). Good network architecture requires a primary and secondary domain controller, with one of them remaining a physical server in the unlikely event the virtual server were to encounter a problem and the virtual domain controller may become unavailable);
- Exchange Server – this server processes all email sent and received by the City and is a fairly high traffic server not well suited to virtualization at this time;
- File Server – this server is the central repository for all files stored by users on the network and is also a high traffic server not well suited to virtualization. Alternatively, the File Server will be replaced with a high performance SAN (Storage Area Network) that will increase the server throughput in conjunction with the Virtual Environment;
- Phone Server – the City’s new VOIP phone system is controlled through a server that is not currently well suited to virtualization.

Cooperative Purchasing

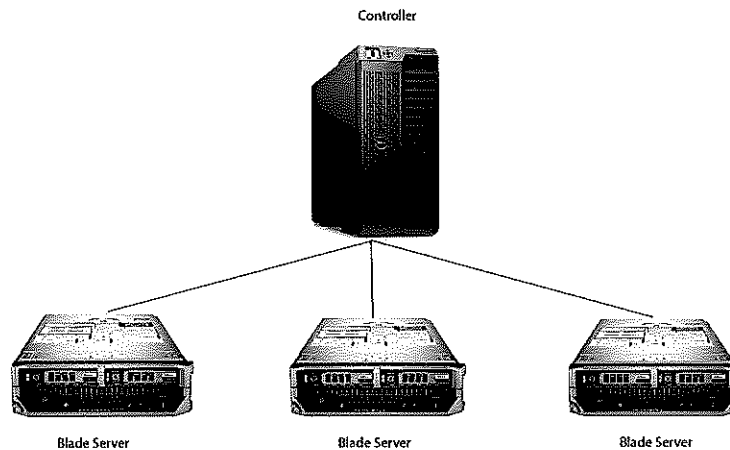
The City joined the Midwest Higher Education Compact (MHEC) Cooperative Purchasing Program in 2016. MHEC publicly bids the contracts in their Cooperative Purchasing Program and Dell is the current contract holder for both desktop and server hardware and services purchases. The City has realized significant savings through the leveraged buying power of this cooperative purchasing program. The MHEC prices represent a significant savings over the normal pricing of these items in the retail market. The City has used Dell servers in its data center for over twenty (20) years and they have provided exceptional service with excellent technical support.

Design

City staff has worked with Dell over the past several months to design an environment that will not only virtualize the twelve (12) servers planned at the present time, but also provide for the capability to add new virtual servers in the future with minimal cost and effort. As a result of our work with Dell, the recommended design of the virtual server environment would be composed of four (4) pieces of hardware:

- One Dell PowerEdge VRTX to act as the controller; and
- Three Dell PowerEdge M640 VRTX Blade Servers to host the virtual machines. These servers will be populated with SSD storage (high performance Solid State devices which have no moving parts);
- In addition, the quotes provide for the proper licensing for the Microsoft software and Client Access Licenses (CALs) that are required for the new virtual server system. Microsoft Hyper-V is the hypervisor that will control the new virtual server array.

The new virtual server array would be configured in the following manner:



Cost Savings

This new virtual server environment will be expected to serve the City, with possible additions of storage media, for approximately ten (10) years. Currently, the life expectancy of a physical network server is approximately five (5) years. Based upon the current average price of a high performance physical network server of approximately \$13,000.00, the City should realize a significant cost savings over the next decade with the new virtual server arrangement. Please see the chart below:

Physical v Virtual Servers 10 Year Cost Comparison			
Item	Physical Servers	Virtual Servers	Projected Savings
Cost	\$312,000.00	\$111,464.62	\$200,535.38
<small>Based upon two purchases of physical servers compared to one purchase of virtual servers in 10 year period</small>			

In addition to the anticipated cost savings, greater efficiencies in electrical usage, less demand on cooling and humidification systems, greater ability to transfer or recreate servers in a disaster, and greater flexibility in testing and development environments are anticipated benefits to the adoption of the virtual server environment.

Sufficient funding is available in the FY2017-2018 budget for this project.

Recommendation

It is the recommendation of Information Technology to purchase server virtualization hardware, software and services from Dell, Inc., in the amount of \$111,464.62 through the Midwest Higher Education Compact Cooperative 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 Manager is authorized to execute a contract with Dell, Inc., for the purchase of server virtualization hardware, software and services in the amount of \$111,464.62 through the Midwest Higher Education Compact Cooperative Purchasing Program.

DATED this 20th day of March, 2018.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: March 20, 2018
APPROVED: March 20, 2018