



**CITY OF CRYSTAL LAKE
AGENDA**

**CITY COUNCIL
REGULAR MEETING**

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
August 7, 2018
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – July 17, 2018 Regular City Council Meeting**
5. **Accounts Payable**
6. **Public Presentation**
The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the City staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against City staff or elected officials are not permitted.
7. **Mayor's Report**
8. **City Council Reports**
9. **Consent Agenda**
10. **Jemco Properties, 4220 Northwest Highway – Final PUD Amendment to allow grading, filling and tree removal.**
11. **McHenry Athletic Complex, 1310 Ridgefield Road - Final PUD Amendment for the addition of seven playing fields, a restroom building and a storage addition.**
12. **752 Saddle Ridge Drive –Special Use Permit request for a Nursing Care Facility.**
13. **Discussion Only - Oak Hollow Road Extension**
14. **Stormwater Solutions - Consultant Selection Approval for North Shore Improvements Phase II Design Engineering**
15. **Water Treatment Plant #5 - Consultant Selection Approval for Design & Construction Engineering Services**
16. **Lift Station #14 – Consultant Selection Approval for Design & Construction Engineering Services**
17. **Bid Award – Three Oaks Recreation Area Irrigation Pump System Replacement**
18. **Bid Award - Bio-Solids Land Application and Landfill Disposal**

19. **Bid Award – 2018 Sidewalk Saw Cutting Program**
20. **Bid Award – 2018 Thermoplastic Pavement Marking Program**
21. **Bid Award – Uniform and Shop Supplies**
22. **Bid Award – Design, Printing, Labeling and Mailing of City Newsletter**
23. **Bid Award – Printing and Delivery Services for Letterhead, Envelopes, Mailing Labels and Business Cards.**
24. **Council Inquiries and Requests.**
25. **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.**
26. **Reconvene to Regular Session.**
27. **Reappointments and Appointment to the Economic Development Committee.**
28. **Adjourn.**

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



Agenda Item No: 10

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	August 7, 2018
<u>Item:</u>	REPORT OF THE PLANNING & ZONING COMMISSION Jemco Properties
<u>Requests:</u>	Final Planned Unit Development Amendment to allow grading, filling and tree removal.
<u>Petitioner:</u>	Mike Frenzel, petitioner 4220 Northwest Highway
<u>PZC Recommendations:</u>	Motion to approve the Final PUD Amendment and adopt an Ordinance to allow the grading, filling and tree removal at 4220 Northwest Highway.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development Elizabeth Maxwell, Senior Planner

Background:

- At the time of annexation, the property was used for recreational vehicle sales. The site contained a sales office building and the parking lot for the storage of the vehicles.
- The request is to remove the existing concrete and asphalt, regrade the site, including bringing in fill to level the entire property and remove the trees on the site.
- There are 13 Oak trees located in a low area in the center of the site. The remaining trees around are low quality trees.

PZC Highlights:

- The PZC was excited that the site would be made ready for development and found that it met the Findings of Fact.

PZC Vote:

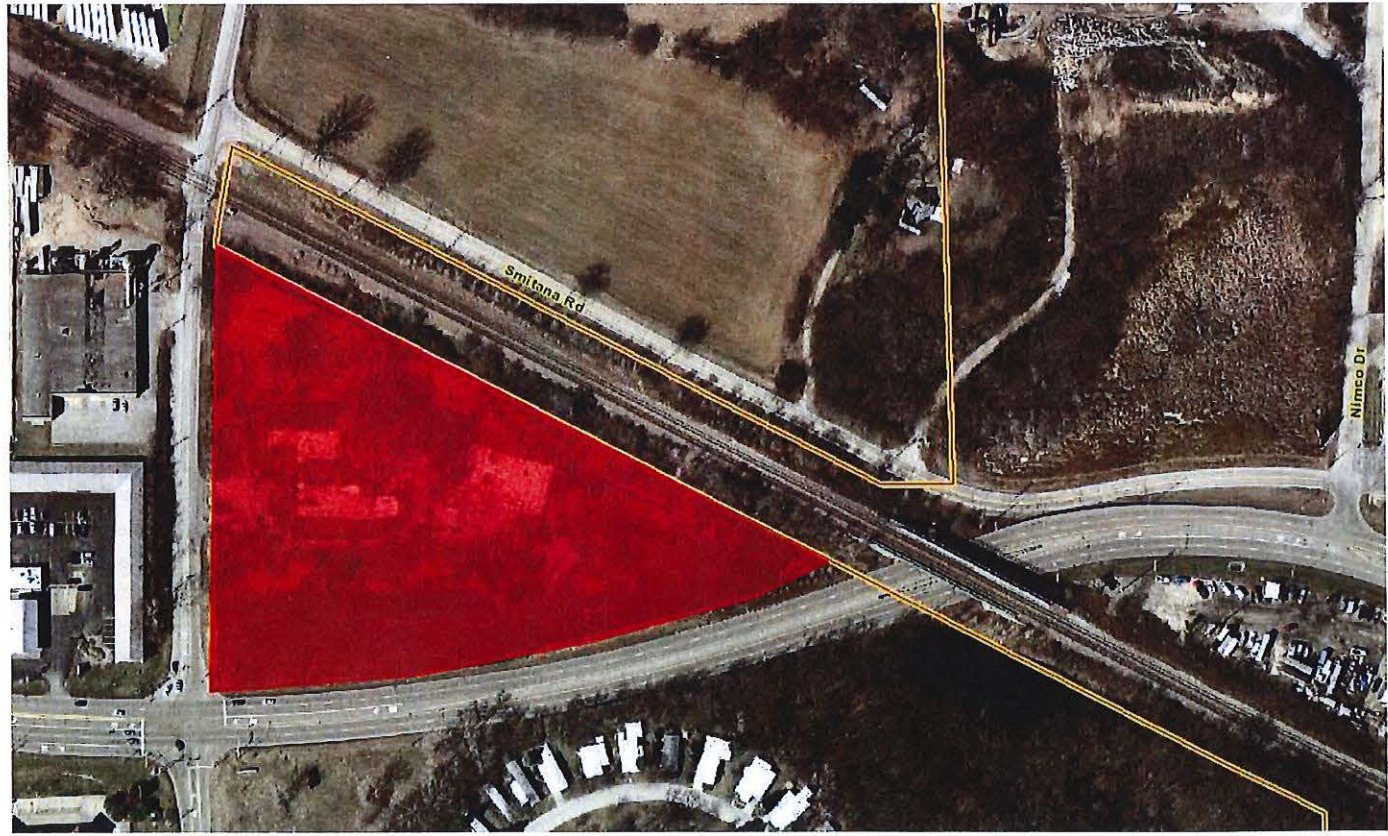
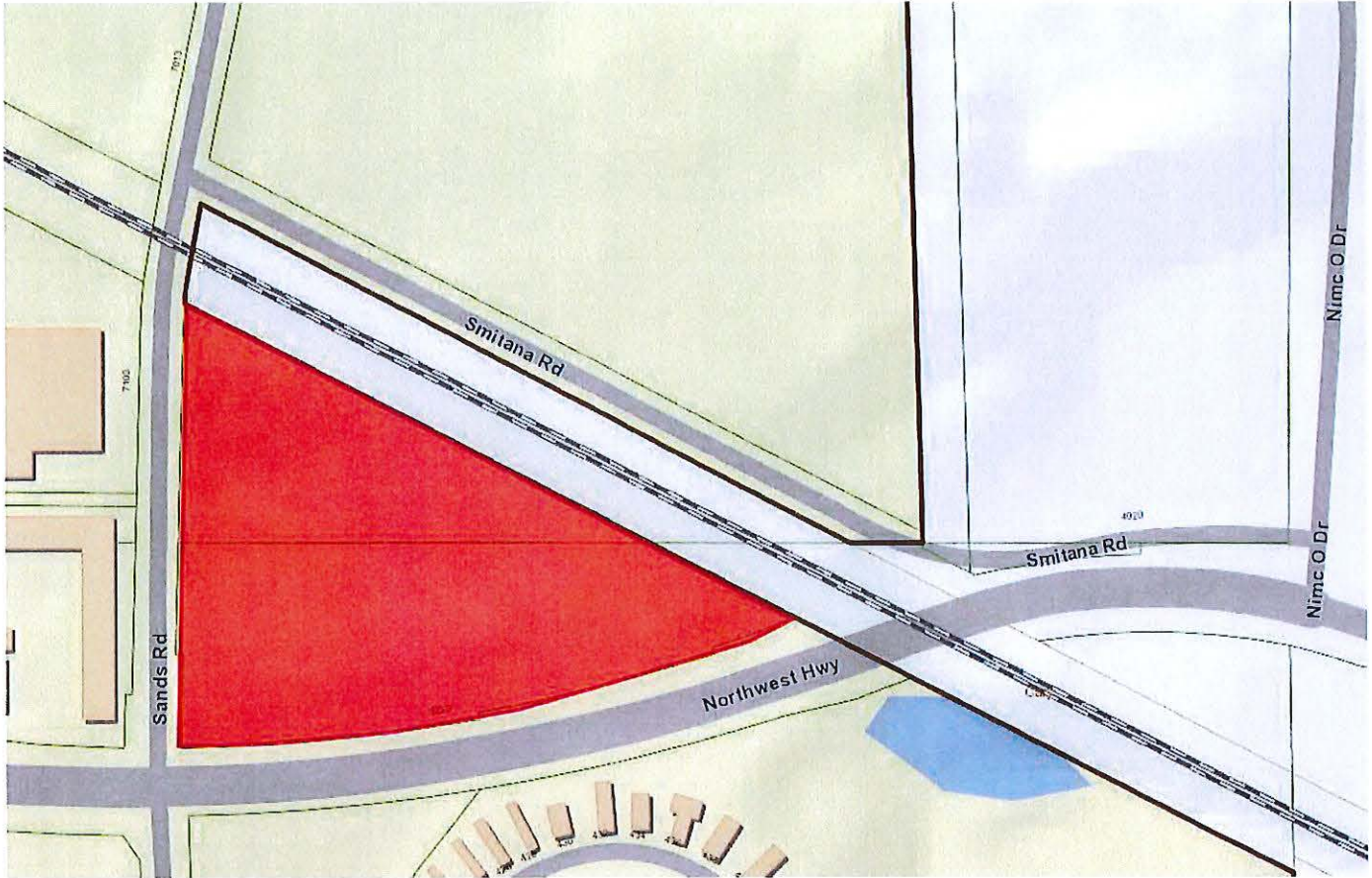
The PZC recommended **approval (4-0)** of the petitioner's request for a Final Planned Unit Development Amendment with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Jemco, received 05/28/18)
 - B. Site Survey (Land Technology , dated 11/11/96, received 06/15/18)
 - C. Mass Grading Plans (Haeger Engineering, dated 06/13/18, received 06/15/18)
 - D. Tree Survey (Haeger Engineering, dated 05/15/18, received 06/15/18)
2. Site is required to be seeded after grading activities cease.
3. Provide a letter of credit in the amount of \$39,100 for the tree removal. The letter of credit shall be maintained with the City and increased as necessary according to the City Code until the trees are replaced on site.
4. Provide any reports indicating the testing of the construction soil prior to use on the site.
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.

PLN-2018-00046 Former Crystal Valley RV - 4220 Northwest Hwy.



DRAFT

Ord. No.

File No.



The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING AN AMENDMENT
TO THE FINAL PUD FOR 4220 NORTHWEST HWY**

WHEREAS, pursuant to the terms of the Petition (File #PLN-2018-46) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development for the property located at 4220 Northwest Highway to allow grading, filling, and tree removal; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on June 30, 2018 in the Northwest Herald, held a public hearing at 7:30 p.m., on July 18, 2018 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Amendment to the Final Planned Unit Development; and

WHEREAS, on July 18, 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 Amendment to the Final Planned Unit Development be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2018-46, dated as of July 19, 2018; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Amendment to the Final Planned Unit Development be granted 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 Final PUD Amendment be granted to permit grading, filling, and tree removal for the property located at 4220 Northwest Highway (19-10-200-041 and 19-03-452-001), Crystal Lake, Illinois.

SECTION II: That the Final PUD Amendment be granted with the following conditions:

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

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Ord. No.
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- A. Application (Jemco, received 05/28/18)
 - B. Site Survey (Land Technology , dated 11/11/96, received 06/15/18)
 - C. Mass Grading Plans (Haeger Engineering, dated 06/13/18, received 06/15/18)
 - A. Tree Survey (Haeger Engineering, dated 05/15/18, received 06/15/18)
2. Site is required to be seeded after grading activities cease.
 3. Provide a letter of credit in the amount of \$39,100 for the tree removal. The letter of credit shall be maintained with the City and increased as necessary according to the City Code until the trees are replaced on site.
 4. Provide any reports indicating the testing of the construction soil prior to use on the site.
 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 Final PUD Amendment 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 7th day of August, 2018.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: August 7, 2018

Approved: August 7, 2018



Agenda Item No: 11

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	August 7, 2018
<u>Item:</u>	REPORT OF THE PLANNING & ZONING COMMISSION
<u>Request:</u>	Final PUD Amendment to allow the addition of seven playing fields, a restroom building and storage addition.
<u>Petitioner:</u>	David Nagorzanski, petitioner 1310 Ridgefield Rd
<u>PZC Recommendation:</u>	To approve the PZC recommendation and adopt an ordinance authorizing a Final PUD Amendment for the proposed changes at 1310 Ridgefield Road.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development Kathryn Cowlin, Planner

Background:

- McHenry Athletic Complex, formerly known as Regional Sports Center, is an indoor and outdoor soccer complex with the following activities permitted: soccer, T-ball, football, basketball, lacrosse, fencing, wrestling, kick boxing, cheerleading, outdoor volleyball which could be converted into a skating rink, indoor/outdoor restaurant and bar area with 3 gas fire pits, horse shoe pits, bocce ball court, indoor and outdoor entertainment for quinceaneras/concerts/banquet events, home shows, trade shows, community garage sales and dog agility shows.
- UDO Requirements: Planned Unit Developments are approved with specific site plans. The request for additional uses triggers the PUD Amendment.
- Request: The petitioner is requesting a Final PUD Amendment to allow the addition of seven grass playing fields, a restroom building and a storage addition.

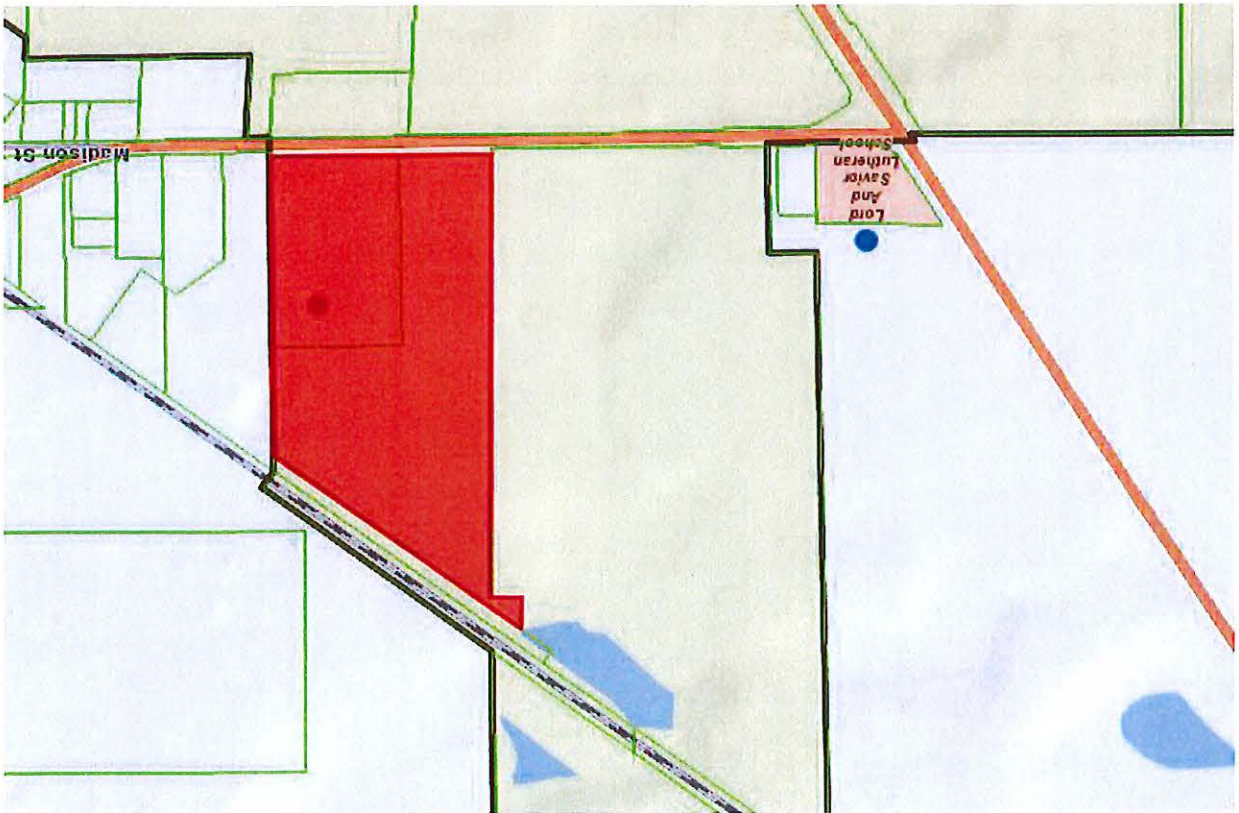
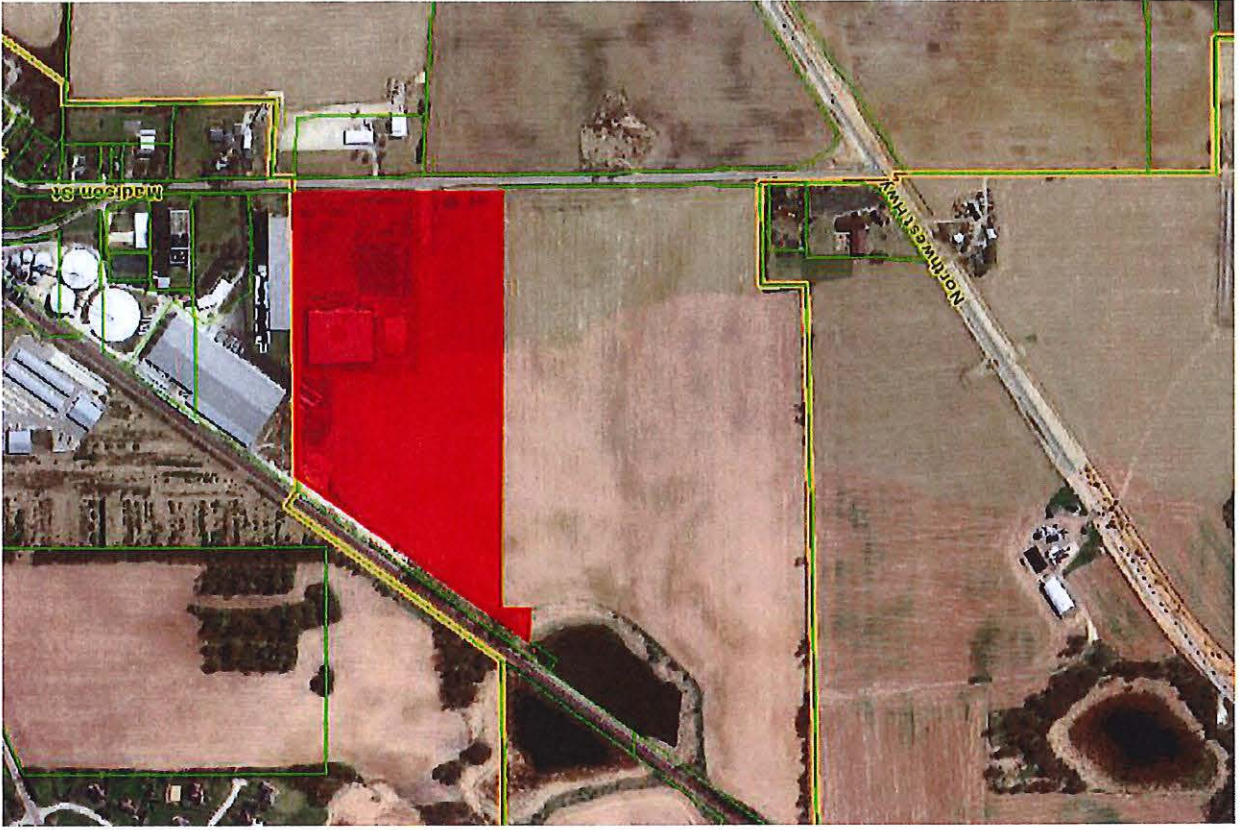
PZC Highlights:

- The PZC discussed the onsite parking and the proposed uses. All of the land uses are not able to occur at the same time; therefore, sufficient onsite parking would be provided with the addition of the new parking lot.
- The PZC stated that the Findings of Fact had been met.

The PZC recommended **approval (4-0)** of the petitioner's request with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (David Nagorzanski, dated 06/25/18 received 06/25/18)
 - B. Site Plans (J. Condon & Associates, dated 06/25/18, received 06/25/18)
 - C. Elevation & Floor Plan (DNW, dated 08/25/2015, received 06/25/18)
2. The conditions of ordinances 5599 (file number 2002-63) and 7132 (file number 2015-25) are still valid.
3. Provide details for the fencing to be used enclosing the volleyball courts and bar/grill area, chain-link is not permitted.
4. Provide sufficient onsite parking. If the City finds inadequate parking is being provided, the property owner must work with the City to expand their parking in accordance with a timeline provided by the City.
5. The restaurant addition must match the existing building, remove the mansard roof element.
6. The petitioner shall comply with all of the requirements of the Community Development, Fire Rescue and Public Works Departments.

Votes Required to Pass: A simple majority vote.



PLN-2018-00053 McHenry Athletic Complex - 1310 Ridgfield Rd

DRAFT

Ord. No.
File No.



The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING AN AMENDMENT
TO THE FINAL PUD FOR McHENRY ATHLETIC COMPLEX**

WHEREAS, pursuant to the terms of the Petition (File #PLN-2018-53) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development for McHenry Athletic Complex to allow 7 new soccer fields, a storage addition, and restroom building; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on June 30, 2018 in the Northwest Herald, held a public hearing at 7:30 p.m., on July 18, 2018 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Amendment to the Final Planned Unit Development; and

WHEREAS, on July 18, 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 Amendment to the Final Planned Unit Development be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2018-53, dated as of July 19, 2018; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Amendment to the Final Planned Unit Development be granted 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 Final PUD Amendment be granted to permit 7 new soccer fields, a storage addition, and restroom building for the property located at 1310 Ridgefield Road (13-25-101-002 and 13-24-351-001), Crystal Lake, Illinois.

SECTION II: That the Final PUD Amendment be granted with the following conditions:

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Ord. No.
File No.

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (David Nagorzanski, dated 06/25/18 received 06/25/18)
 - B. Site Plans (J. Condon & Associates, dated 06/25/18, received 06/25/18)
 - C. Elevation & Floor Plan (DNW, dated 08/25/2015, received 06/25/18)
2. The conditions of ordinances 5599 (file number 2002-63) and 7132 (file number 2015-25) are still valid.
3. Provide details for the fencing to be used enclosing the volleyball courts and bar/grill area, chain-link is not permitted.
4. Provide sufficient onsite parking. If the City finds inadequate parking is being provided, the property owner must work with the City to expand their parking in accordance with a timeline provided by the City.
5. The restaurant addition must match the existing building, remove the mansard roof element.
6. The petitioner shall comply with all of the requirements of the Community Development, Fire Rescue and Public Works Departments.

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 Final Planned Unit Development Amendment 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.

DRAFT

Ord. No.
File No.

DATED at Crystal Lake, Illinois, this 7th day of August, 2018.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: August 7, 2018
Approved: August 7, 2018



Agenda Item No: 12

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	August 7, 2018
<u>Item:</u>	REPORT OF THE PLANNING & ZONING COMMISSION
<u>Request:</u>	Special Use Permit to allow a nursing care facility.
<u>Petitioner:</u>	Therese Rubino-Goerdts, petitioner Joe Gottemoller, attorney 752 Saddle Ridge
<u>PZC Recommendation:</u>	A motion to deny the Special Use Permit for a nursing care facility at 752 Saddle Ridge.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development Kathryn Cowlin, Planner

Background:

- The subject property is a single-family home located at the end of a cul-de-sac in the Goerdts Subdivision.
- UDO Requirements: Nursing care facilities are required to obtain a Special Use Permit. Nursing care facilities are permitted with a special use permit in the Farming, Office and all Residential zoning districts.
- Request: The petitioner is requesting a Special Use Permit for a nursing care facility, utilizing the existing residence.

Additional Information:

- After the PZC meeting, the petitioner has amended their request to limit the total number of residents that are served in this nursing care facility from 8 to now 5 people plus the necessary number of on-site staff of caregivers, nurses or management.
- The Residential Estate zoning district permits single-family uses. Other uses are either permitted by limited use (approved by city staff) or are specially permitted (approved by the City Council) in the zoning district. Nursing care facilities are specially permitted since the facility is a business use.
- The for-profit nursing care business use would allow the petitioner to continually accept new residents when an opening occurs. The continuous influx of residents is not comparable to the traditional family unit.

- The Unified Development Ordinance defines a family and nursing care facility as follows:

FAMILY

1. One of the following:
 - a. One or more persons related by blood, marriage or legal adoption (including foster children) together with not more than two domestic servants living as a single not-for-profit housekeeping unit occupying a dwelling unit.
 - b. Two or fewer persons not related by blood, marriage or legal adoption together with their children (including foster children) together with not more than two domestic servants living as a single not-for-profit housekeeping unit occupying a dwelling unit.
 - c. Not more than five adult persons who are not necessarily related to each other by blood, marriage or legal adoption living as a **single not-for-profit housekeeping unit** occupying a dwelling unit.
2. For purposes of this Ordinance, "single not-for-profit housekeeping unit" shall mean the joint occupancy and use of the entire dwelling unit and the facilities therein with the exception of bedrooms by all of the residents.
3. See Chapter 302, Housing Code, of the Code of Ordinances of the City of Crystal Lake for standards for occupancy of a residential dwelling unit.

NURSING CARE FACILITIES

The UDO defines nursing care facilities as establishments primarily engaged in providing inpatient nursing and rehabilitative services. The care is generally provided for an extended period of time to individuals requiring nursing care. **These establishments have a permanent core staff of registered or licensed practical nurses who, along with other staff, provide nursing and continuous personal care services.** Examples include convalescent homes or convalescent hospitals (except psychiatric), nursing homes, homes for the elderly with nursing care, rest homes with nursing care, inpatient care hospices, etc.

- The application and associated documents submitted by the applicant for this request are for a nursing care facility. The Findings of Fact for special uses and nursing care facilities must be met.

PZC Highlights:

- The neighbors that attended the Planning & Zoning Commission meeting overall opposed the proposed use in a residential area.
- The neighbors stated that there could be a negative effect on the surrounding property values, increased traffic volume on the cul-de-sac and there are public safety concerns since there are no sidewalks within the subdivision. The neighbors also questioned the inconsistent testimony from the petitioner during the public hearing regarding the number of staff and the level of care provided to the residents.
- The PZC inquired about the level of care provided and the petitioner stated that hospice care would be provided by Medicare if a resident gets to that stage of life.

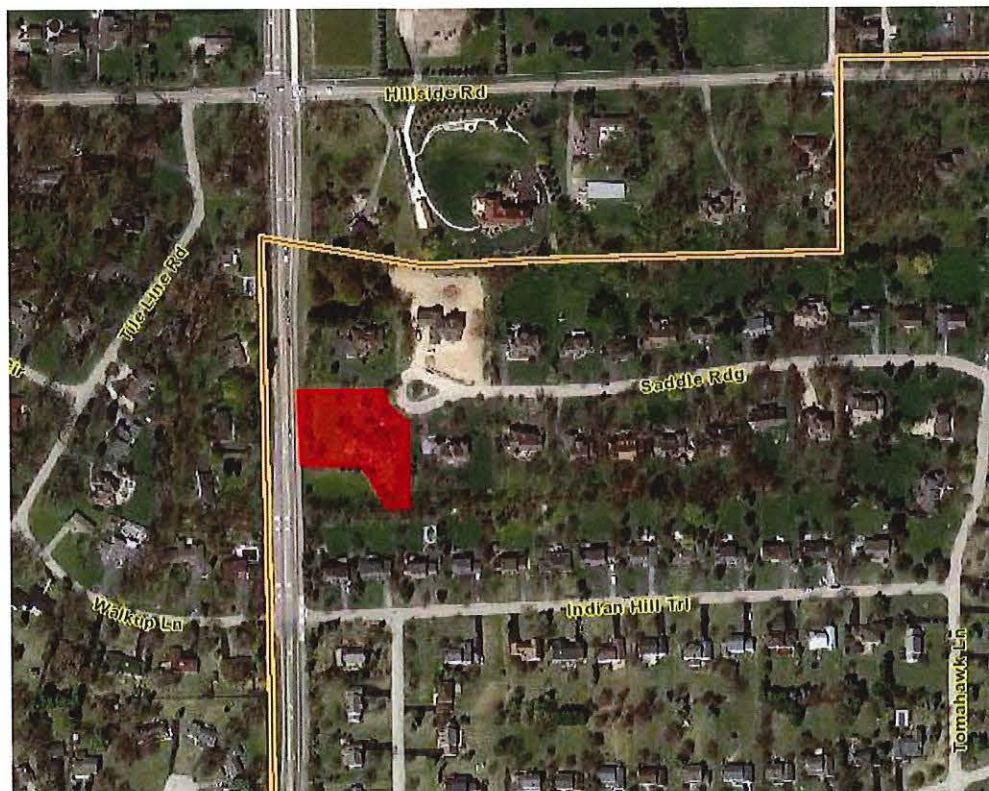
- The PZC stated that a number of cars may be at the house at one time for the possible caregivers or hospice nurses and that the house is located at the end of a cul-de-sac.
- The PZC discussed that home occupations are permitted in the residential zoning districts, but that they are conditioned to not increase traffic congestion in the neighborhood. The PZC felt the proposed use could negatively impact the neighborhood.
- The PZC stated that the Findings of Fact had not been met, specifically, Fact number 1, as the use is not desirable at the proposed location.

The PZC recommended to **deny (4-0)** the petitioner's request with the understanding that in the event that the City Council approves the request, such approval should be made subject to the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Therese Rubino-Goerd, dated 05/23/18, received 05/29/18)
 - B. Floor Plan (Therese Rubino-Goerd, dated 05/23/18, received 05/29/18)
2. The subject property is limited to ~~8~~ **5** residents ~~including~~ **plus the** live-in staff **person**.
3. Outdoor recreation must be limited to the rear yard.
4. Any signage must comply with the UDO residential signs restrictions.
5. Visitors and staff must park in the driveway for the residence.
6. The petitioner shall address all of the review comments and requirements of the Community Development and Fire Rescue Departments.

Votes Required to Pass: A favorable vote of two-thirds of the Corporate Authorities holding office is required to approve the special use permit over the negative recommendation of the Planning and Zoning Commission. Accordingly, five favorable votes are required for approval.

PLN-2018-00034 SENIOR CARE HOMES – 752 SADDLE RIDGE





Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date:

August 7, 2018

Item:

OAK HOLLOW ROADWAY EXTENSION

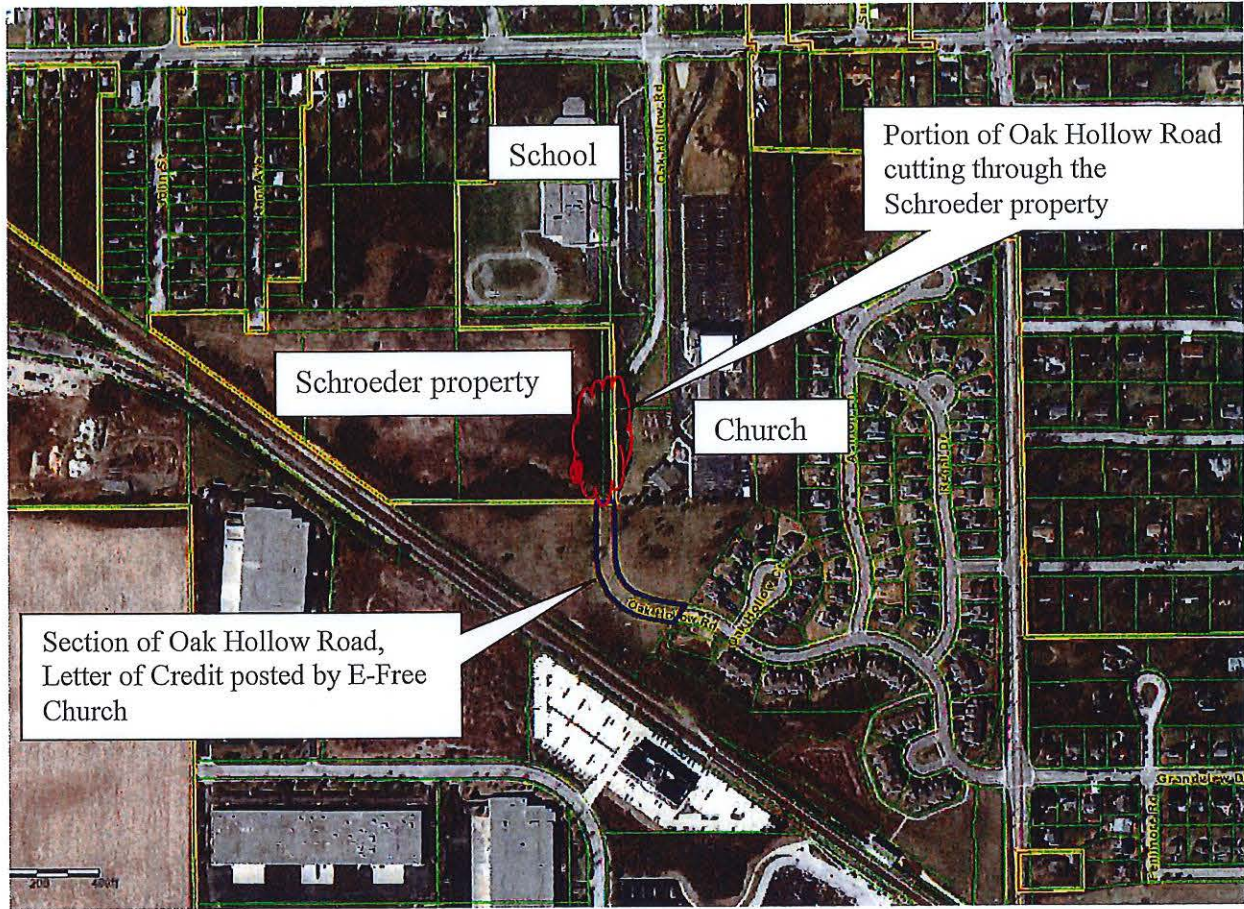
Discussion Only

Staff Contact:

Michelle Rentzsch, Director of Community Development
Abby Wilgreen, City Engineer
Elizabeth Maxwell, Senior Planner

Background:

- The Ashton Pointe Subdivision received Final PUD approval in 2004. Both access points into the subdivision are from Pingree Road which, for life safety response purposes, prompted the need to have another secondary access from a separate route. The extension of Oak Hollow Road would create this safe secondary access.
- Working with the developers of Ashton Pointe, the Evangelical Free Church (E-Free Church) sold property, which necessitated a subdivision. As part of this subdivision process, the City required a Letter of Credit for \$94,274.70 be provided to cover their portion of the Oak Hollow Road extension.
- The remaining section of roadway crosses property which is still in the County (the Schroeder property).
- As the Schroeder property develops after annexation to the City, the requirement to connect the remaining section of Oak Hollow Road would complete this roadway and provide a secondary means of access for Ashton Pointe, Hannah Beardsley School, E-Free Church, and the Schroeder property's development.
- The image below illustrates the leg of the roadway for which the E-Free Church is responsible, as well as, the section that would be required as the Schroeder Property if developed.



Discussion:

District 47 is looking to purchase the Schroeder property with the intent to construct a 400 meter track and detention area. The existing track would be used for parking (please reference enclosed draft site plan).

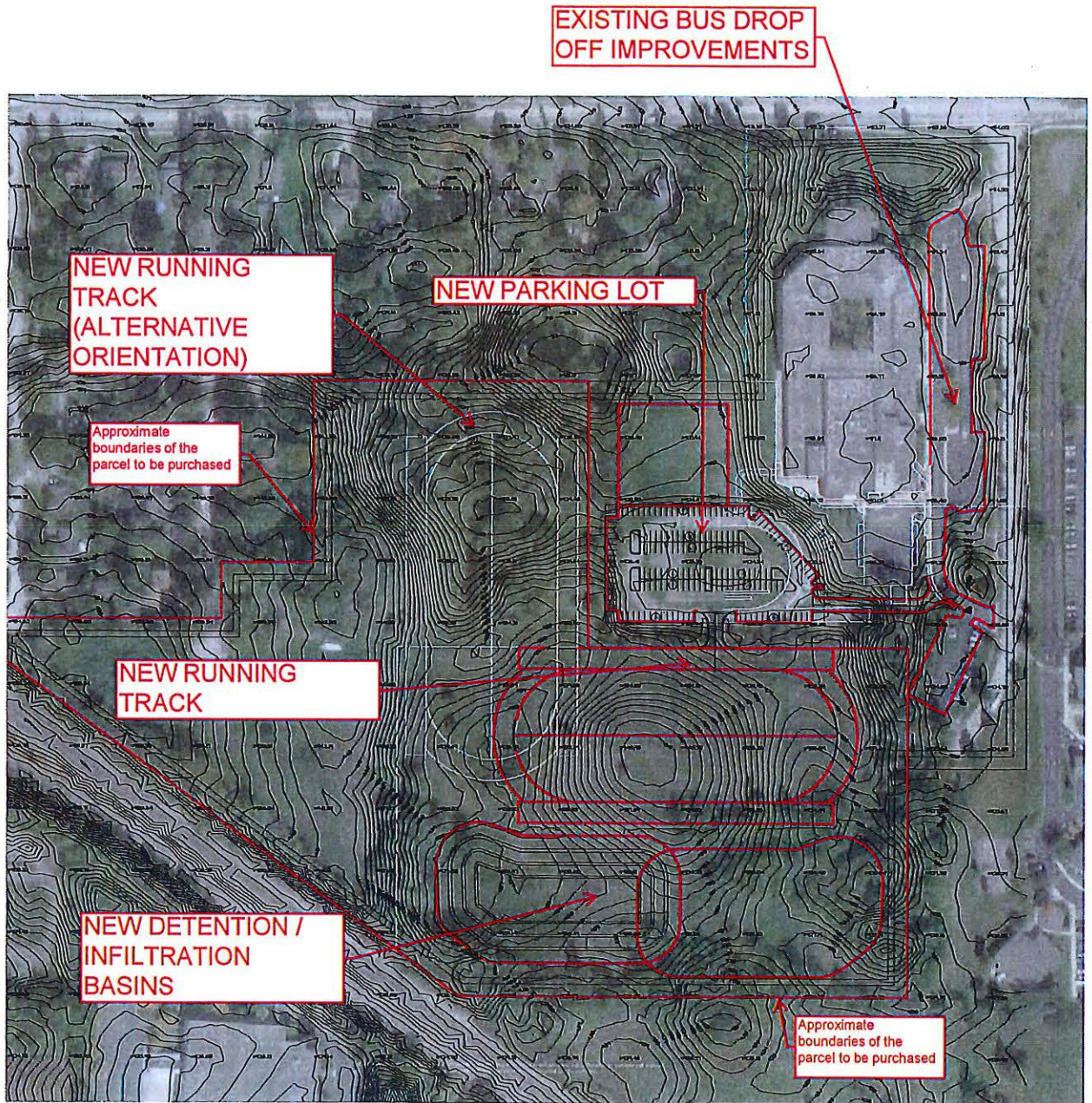
CITY COUNCIL DECISION POINT

If the Schroeder property would be utilized by the School for future uses, is the extension and connection of Oak Hollow required?

A) Yes - the Oak Hollow Road connection is required, providing a secondary means of access for the School, the Church, Ashton Pointe, and the future School track area.

or

B) No - due to the proposed School District use of the Schroeder property, the final Oak Hollow Road connection is not required, stubbing Oak Hollow by the School and within the Ashton Pointe Subdivision.



NOTE: LOCATION, LIMITS AND CONFIGURATION OF ALL IMPROVEMENTS ON THIS EXHIBIT IS SCHEMATIC.



1"=80'



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: August 7, 2018

Item: Consultant Selection Approval for the Stormwater Solutions – North Shore Improvements for Phase II Design Engineering.

Staff Recommendation: Motion to award the proposal for the North Shore Improvements for Phase II Design Engineering and Permitting to the most qualified, responsible, and responsive proposer, Christopher B. Burke Engineering, and adopt a Resolution authorizing the City Manager to execute an agreement with Christopher B. Burke Engineering in the amount of \$115,542 and approve changes in scope by 10 percent of the original price.

Staff Contact: Michael Magnuson, Public Works Director
Abigail Wilgreen, City Engineer

Background:

Many of the homes in the Crystal Lake Park Beach North Shore area, more specifically the area between the lake and Lippold Park, were initially built in the 1920s and 1930s as summer cottages and later converted to year-round residences. In the mid-1990s, the residents of this area annexed into Crystal Lake. No designated storm sewer system exists in this area and flooding consistently occurs, especially for the homes along East End Avenue, Greenfield Road, and Crystal Beach Avenue.

An improvement is proposed which would install new storm sewer in the right-of-way along Crystal Beach Avenue, Greenfield Road and East End which would connect to the existing storm sewer pipes that go into the lake at the two beach areas along North Shore Drive. Best management practice (BMP) basins would be installed along each street on existing vacant lots to ensure the stormwater is cleaned before entering the lake. A majority of these lots are existing wetland areas which will require extensive permitting by outside agencies including the Army Corp of Engineers.

Upon completion of the new public storm sewers, residents in the area will be able to install small drainage pipes on their properties, similar to sump pump discharge pipes, that can tie into the new storm sewer to drain the various low trapped pockets throughout the area.

As part of the City's Stormwater Solutions initiative, staff met with the residents in this area on multiple occasions the past year as well as participated in a walking tour to better understand their concerns. At a meeting on February 1, 2018, this proposed concept plan was presented to the residents for their support. The residents did provide a general consensus that they support this conceptual plan and understand that the City will complete the work in the right-of-way but any private property work (connections from yards) will be the responsibility of the property owner.

In order for the City to design and permit this conceptual plan, the City must engage a qualified engineering consultant to complete the Phase II Design Engineering and Permitting.

Consultant Selection Process

The City sent the Request for Qualifications & Proposal (RFQ&P) directly to qualified engineering firms and the City's standard advertising practices were followed. Through this notification process, the City received two proposals.

City staff reviewed the proposals based on the consultants' qualifications and the proposed cost. The qualifications criteria considered during the review were:

- Proposal completeness
- Firm's reputation and integrity
- General experience and history of performance on similar projects
- Current or past projects related to the scope of services
- Understanding of the project
- Experience of personnel
- References
- Miscellaneous – additional items which made the firm stand out

Due to the unique nature of this improvement, and the need to obtain a permit from the United States Army Corps of Engineers (anticipated to be an Individual Permit), the City in its RFQ&P identified the requirement for the consultants to have permitted at least one individual permit through the Army Corps of Engineers within the last 5 years and completed at least three projects utilizing the higher level hydraulic modeling to be considered a qualified firm.

A summary of the two firms who submitted proposals and their costs are as follows:

ENGINEERING FIRM	QUALIFICATION POINTS	COST
CHRISTOPHER B BURKE ENGINEERING	313	\$115,542
BAXTER AND WOODMAN	200	\$105,965

Recommendation:

It is staff's recommendation to select Christopher B. Burke Engineering to perform the North Shore Improvements for Phase II Design Engineering and Permitting.

- Of the two firms who submitted proposals, only Christopher B. Burke Engineering has in-house staff that has processed an Individual Permit with the United States Army Corps of Engineers. Baxter & Woodman is proposing to utilize a sub-consultant to meet the RFQ&P requirement.
- An additional differentiator of the Christopher B. Burke Engineering proposal is the cumulative years of experience of the engineers on their project team. Christopher B. Burke Engineering is proposing a team with 43 years of experience compared to 20 years of experience with Baxter & Woodman, Inc.
- Christopher B. Burke Engineering has worked on Crystal Lake stormwater reviews for 10 years and they are intimately aware of the unique flooding in the North Shore area.
- Staff continues to be extremely satisfied with their performance and knows that they have a full understanding of this unique and complicated project.
- Christopher B. Burke Engineering also completed the design and permitting for the successful North Shore Drive Culvert/East Street Swale improvement in 2012 that performed as intended during the flooding events of 2013, 2017 and earlier this year (2.98 inch storm in June).

The City budgeted \$284,458 for the engineering for this project. Design engineering is anticipated to take 3-4 months with permitting from the various agencies and land acquisition anticipated to take up to 12 months. Construction is anticipated to commence in late 2019/early 2020 (FY 19/20) contingent on property acquisition and permits.

Votes Required to Pass:

Simple majority

DRAFT

Res.



The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute an agreement with Christopher B. Burke Engineering for the North Shore Area Improvements for Phase II Design Engineering and Permitting in the amount of \$115,542.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this seventh day of August, 2018.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: August 7, 2018

APPROVED: August 7, 2018

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



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date:

August 7, 2018

Item:

Consultant Selection Approval for Design & Construction Engineering Services for Water Treatment Plant #5

Staff Recommendation:

Motion to award the proposal for design and construction engineering services for Water Treatment Plant #5 to Stanley Consultants, Inc., and adopt a Resolution authorizing the City Manager to execute an agreement with Stanley Consultants, Inc. in the amount proposed and approve changes in scope by 10 percent of the original price.

Staff Contact:

Michael Magnuson, Director of Public Works

Background:

The City of Crystal Lake conducted an open solicitation (no prequalification) Request for Proposal (RFP) for design and construction engineering services for the rehabilitation of Water Treatment Plant #5, located at 8701 Bard Road.

A pre-proposal meeting was held on June 7, 2018, and five companies attended. Four proposals were received on June 29, 2018. Public Works staff evaluated and ranked the proposals based on qualifications, references and cost (see table below):

Consultant	Proposed Cost
*Stanley Consultants, Chicago, IL	\$59,653.00
Baxter and Woodman, Crystal Lake, IL	\$129,000.00
Crawford, Murphy and Tilly, Inc., Aurora, IL	\$131,100.00
McMahon Engineers, Machesney Park, IL	\$153,000.00

*Recommended Consultant

Project Need:

Water Treatment Plant #5 was constructed in the mid-1990s. The City's Water Master Plan and staff's operation review of Water Treatment Plant #5 have identified the following needed improvements:

- Iron Filter Replacement- the existing iron filter needs to be replaced. The steel structure has failed multiple times (each requiring internal welding). Continued deterioration on the tank and components has now resulted in the need to replace the iron filter.
- Rehabilitation of One Ion Exchange Softener– this plant has two ion exchange softeners. One of the softeners was rehabilitated in 2010 due to failure of the bottom of the tank. The remaining softener now requires rehabilitation.
- Replacement of PLC's and Programing upgrades (SCADA) – This plants operates on the Allen Bradley SLC 504's platform that has reached the end of its life. The SLC 504's are also not the current platform for SCADA operations.
- Ground Storage Tank Coating Repairs – the 3 million gallon concrete ground storage tank was inspected in 2017. The results of this inspection identified the need to perform repairs to the coating inside and outside of the tank.
- Addition of a VFD for Well #16 – Well #16 has had repeated sand pumping issues. Staff is recommending installation of a variable frequency drive to allow for slow start ups and slower running speeds to help manage (reduce) the pumping of sand through the well.

Consultant Evaluation Process

The Public Works Department followed the City's Purchasing Policy to secure a qualified vendor for this project. Public Works Department staff has reviewed the proposals. The qualifications criteria that were considered during the review were:

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

In staff's opinion, Stanley Consultants, Inc. has the necessary experience and expertise for this project. Staff has also worked with the project manager in the past with favorable results. Stanley Consultants' experience, expertise and proposed fee offers the highest value to the City.

Recommendation:

Based on a review of the firm's proposals, qualifications, experience and references, City staff recommends the selection of Stanley Consultants, Inc. for the design and construction engineering services for Water Treatment Plant #5.

The FY19 budget has \$90,000 allocated for the design and construction engineering portion of this project.

Votes Required to Pass:

Simple majority 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 is authorized to execute an agreement with Stanley Consultants, Inc. for design and construction engineering services for Water Treatment Plant #5 in the amount proposed and approve changes in scope by 10 percent of the original price.

DATED this 7th day of August, 2018.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: August 7, 2018
APPROVED: August 7, 2018



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date:

August 7, 2018

Item:

Consultant Selection Approval for Design & Construction Engineering Services for Lift Station #14

Staff Recommendation:

Motion to award the proposal for design and construction engineering services for Lift Station #14 to the most responsive and responsible proposer, Crawford, Murphy and Tilly, Inc. and adopt a Resolution authorizing the City Manager to execute an agreement with Crawford, Murphy and Tilly, Inc. in the amount proposed and approve changes in scope by 10 percent of the original price.

Staff Contact:

Michael Magnuson, Director of Public Works

Background:

The City of Crystal Lake conducted an open solicitation (no prequalification) Request for Proposal (RFP) for the engineering design and construction inspection services for the rehabilitation of Lift Station #14, located at 1132 North Shore Drive. Lift Station #14 is approximately 45 years old. This is a budgeted project.

A pre-proposal meeting was held on June 14, 2018, and five companies attended. Five proposals were received on June 25, 2018. Public Works staff evaluated and ranked the proposals based on qualifications, references and cost (see table below):

Consultant	Proposed Cost
¹ Baxter & Woodman, Inc., Crystal Lake, IL	withdrawn
√ Crawford, Murphy and Tilly, Inc., Aurora, IL	\$49,825.00
Christopher B. Burke Engineering, Ltd., Rosemont, IL	\$64,328.00
Ciorba Group, Inc., Chicago, IL	\$65,576.60
Stanley Consultants, Inc., Chicago, IL	\$68,885.00

√ Recommended Consultant

¹ Proposal withdrawn by consultant after submittal

Project Need:

Lift Station #14 is a dry pit lift station that is estimated to have been installed and placed into service between 1972 and 1974. Lift Station #14 flows to Lift Station #13 and then to Wastewater Treatment Plant #2. The scope of work includes the full rehabilitation of the station and replacement of an influent gate valve located on North Shore Drive on the sanitary sewer leading to the lift station.

Due to its age (approximately 45 years old) the lift station's pumps are obsolete and no longer manufactured and replacement parts have to be fabricated. Improvements to the facility will also ensure current safety standards are met for staff protection.

Consultant Evaluation Process

The Public Works Department followed the City's Purchasing Policy to secure a qualified vendor for this project. Public Works Department staff has reviewed the proposals. The qualifications criteria that were considered during the review were:

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

In staff's opinion, Crawford, Murphy and Tilly, Inc. (CMT), has the necessary experience and expertise for this project. Staff has also worked with CMT, Inc. in the past with favorable results. CMT's experience, expertise and proposed fee offers the highest value to the City.

Recommendation:

Based on a review of the firm's proposals, qualifications, experience and references, City staff recommends the selection of Crawford, Murphy and Tilly, Inc. for the design and construction engineering services for Lift Station #14.

The FY19 budget has \$60,000 allocated for the design and construction engineering portion of this project.

Votes Required to Pass:

Simple majority 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 is authorized to execute an agreement with Crawford, Murphy and Tilly, Inc. for design and construction engineering services for Lift Station #14 in the amount proposed and approve changes in scope by 10 percent of the original price.

DATED this 7th day of August, 2018.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: August 7, 2018
APPROVED: August 7, 2018



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date:

August 7, 2018

Item:

Three Oaks Recreation Area Irrigation Pump System Replacement

Staff Recommendation:

1) Motion to reject July 10, 2018 bids received for Three Oaks Recreation Area Irrigation Pump System Replacement; and

2) Motion to award the bid for the Three Oaks Recreation Area Irrigation Pump System Replacement to the lowest responsible and responsive bidder, Halloran & Yauch, Inc., and adopt a Resolution authorizing the City Manager to execute a contract with Halloran & Yauch, Inc. in the bid amount of \$61,400.00, allowing for a 10 percent contingency.

Staff Contact:

Eric Helm, Deputy City Manager
Nick Hammonds, Management Analyst

Background:

On July 10, 2018, the City publicly opened and read aloud bids received for the Three Oaks Recreation Area Irrigation Pump System Replacement. After a review of the bids received, one bidder improperly submitted their bid, and the City obtained only one complete bid proposal. Therefore, staff determined that additional bid submittals would be needed to obtain competitive pricing. Due to these circumstances, staff decided to re-bid the project.

On July 25, 2018, the City of Crystal Lake publicly opened and read aloud bids received for the Three Oaks Recreation Area Irrigation Pump System Replacement. After review of the bids received, it is City staff's recommendation to award the bid to Halloran & Yauch, Inc., the lowest responsible and responsive bidder. Halloran & Yauch, Inc. submitted a complete bid for all services.

Review of Bid Submittals – Annual Total Cost:

The specifications include removal and replacement of the existing irrigation pump system and updating of electrical control devices for the irrigation system. Additionally, City staff requested pricing for an alternate item to be included in the bid. The alternate item is for a flow meter that provides additional reporting and verification of the irrigation system’s output. The breakdown of bids received is as follows:

Contractor	Base Bid	Alternate Pricing Item	Total Bid
√Halloran & Yauch Lake Forest, IL	\$59,400.00	\$2,000.00	\$61,400.00
Naturescape Cary, IL	\$70,736.00	\$1,508.00	\$72,244.00
Aqua Designs Rockdale, IL	\$87,365.00	\$1,485.00	\$88,850.00
*Associated Electrical Woodstock, IL	\$12,950.00	No Bid	\$12,950.00
*Muellermist Irrigation Broadview, IL	\$134,685.00	\$1,625.00	\$136,310.00

√ Indicates recommended lowest responsive and responsible bidder.

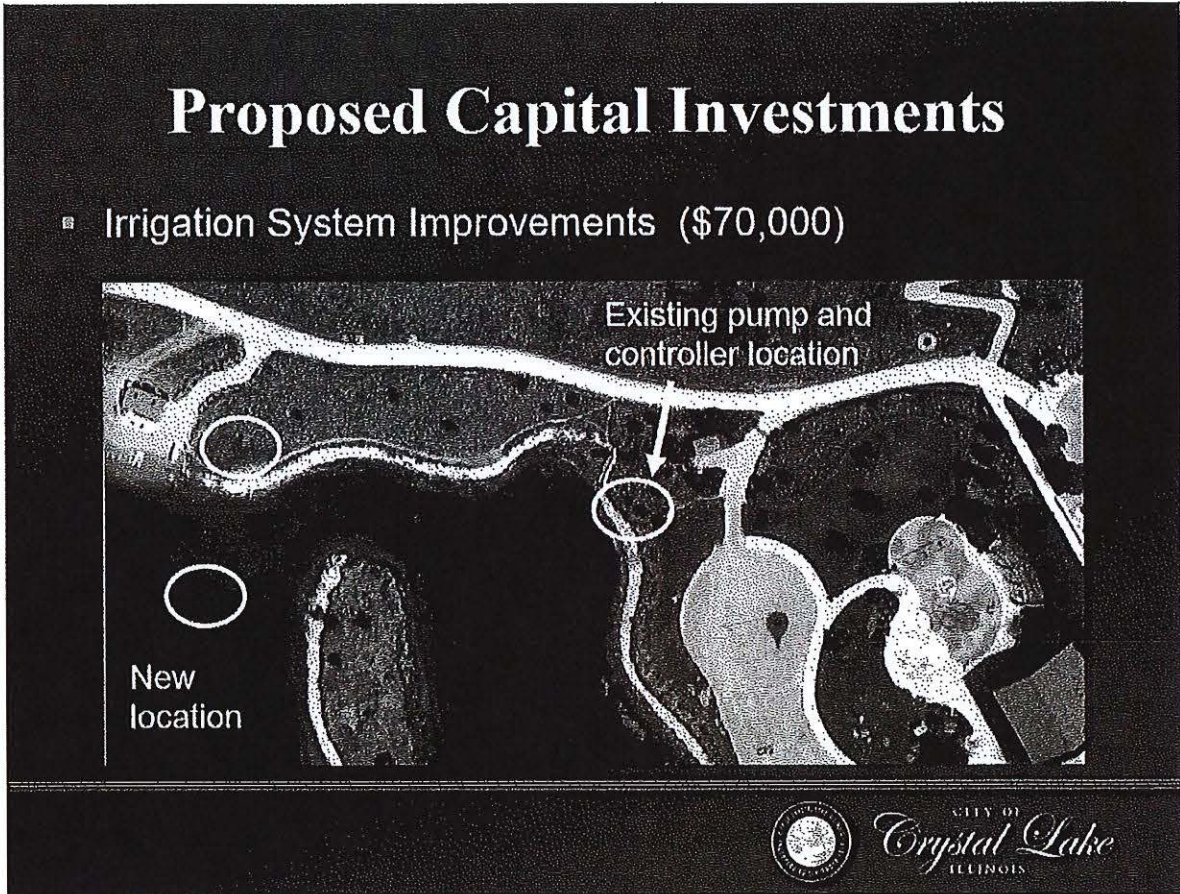
* Indicates an incomplete bid proposal.

Associated Electrical and Muellermist Irrigation each submitted incomplete proposals for the work and were subsequently disqualified from the bid. The bid document requested that vendors provide a flat fee for the removal of the existing irrigation pump system and installation of a new irrigation pump system at the Three Oaks Recreation Area. The three full bid submittals are competitive, and Halloran & Yauch, Inc. submitted pricing within the estimated budget amount for the project. The tabulation of bids is attached.

The City has budgeted funds in the Fiscal Year 2018/19 Budget for the project. The bid pricing received falls within the anticipated budget. The irrigation system provides watering to turf areas and flower beds. In addition, the irrigation pumps provide water to the boat docks for cleaning. The current irrigation pump is located near the beach and draws water from a shallow intake. During low water events it can be difficult to access water and the pump does not operate. The improvement will involve accessing water from a deeper area of the lake in 20-30’ of water through a submersible pump. The project will also include running electric and conduit to the new location and increasing the size of the pump from 5 HP to 7 ½ HP to allow for more water pressure to more efficiently irrigate turf areas.

Project Outline:

Below is the outline of the Irrigation Pump System Replacement Project, as presented at the 2018/2019 Budget workshop.



Recommendation:

City Staff has reviewed all bids received for completeness and accuracy in accordance with the Invitation to Bid document, and has verified references provided by Halloran & Yauch, Inc. and received positive recommendations. Halloran & Yauch, Inc. has provided irrigation installation services for other local municipalities.

It is the recommendation of staff to reject the July 10, 2018 bids and to award the July 25, 2018 bid to the lowest responsible and responsive bidder, Halloran & Yauch, Inc., for the Three Oaks Recreation Area Irrigation Pump System Replacement in accordance with the terms and conditions of the invitation to bid document.

Votes Required to Pass:

Simple Majority

DRAFT

Res. 18R-____



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Halloran & Yauch, Inc. for Irrigation Pump System Replacement at the Three Oaks Recreation Area in the bid amount of \$61,400.00, allowing for a 10 percent contingency.

DATED this 7th day of August, 2018.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: August 7, 2018
APPROVED: August 7, 2018



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date: August 7, 2018

Item: Bio-solids Land Application and Landfill Disposal

Staff Recommendation: Motion to award the bid for bio-solids land application and landfill disposal services to the lowest responsible and responsive bidder, Dahm Enterprises, in the submitted bid amounts, and adopt a Resolution authorizing the City Manager to execute a three-year contract with Dahm Enterprises for bio-solids land application and landfill disposal services in the amounts bid.

Staff Contact: Michael Magnuson, Director of Public Works

Background:

On Monday July 23, 2018, the City of Crystal Lake publicly opened and read aloud the bids received for bio-solids land application and landfill disposal services for the Public Works Department. The contract will include the bio-solids generated at the City's two wastewater treatment facilities. The City's wastewater treatment process produces approximately 1,100 dry tons and 900 wet tons of bio-solids per year. The chart below is a summary of the bids received:

	√ Dahm	Stewart Spreading	Synagro
Land Apply 18/19	\$ 93,500.00	\$ 101,750.00	\$ 107,250.00
Land Apply 19/20	\$ 93,500.00	\$ 101,750.00	\$ 109,395.00
Land Apply 20/21	\$ 94,600.00	\$ 101,750.00	\$ 111,584.00
Subtotal	\$ 281,600.00	\$ 305,250.00	\$ 328,229.00
Landfill Disposal 18/19	\$ 16,650.00	\$ 27,225.00	\$ 22,500.00
Landfill Disposal 19/20	\$ 17,775.00	\$ 27,945.00	\$ 22,950.00
Landfill Disposal 20/21	\$ 18,450.00	\$ 28,665.00	\$ 23,409.00
Subtotal	\$ 52,875.00	\$ 83,835.00	\$ 68,859.00
Total	\$ 334,475.00	\$ 389,085.00	\$ 397,088.00

√ Indicates recommended lowest responsible and responsive bidder.

Discussion:

Bio-solids from our wastewater facilities meet USEPA 503 Class "B" standards. To meet these standards, reduction measures are used at our facilities to decrease pollutants in the bio-solids by breaking it down into a more suitable material. Other reduction methods are also used to treat the solids to an efficient state where animals will not be attracted to the bio-solids once it is stored or land applied. At this point the bio-solids are suitable for application of farm fields.

The removal and disposal of bio-solids stored at Wastewater Treatment Plant #2 will be conducted a minimum of twice per year under this contract. All phases of this project will be completed in strict compliance with all federal, state, and local regulations and in accordance with all other City specifications and IEPA Permit requirements.

Dahm Enterprises is an established bio-solids disposal company. They have the experience and resources necessary to handle the City's bio-solids materials and will be depositing the bio-solids in conformity with the bid specifications and IEPA requirements. Dahm Enterprises will transfer the bio-solids to their contracted fields for placement and spreading.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy. Dahm Enterprises has previously hauled bio-solids for the City and demonstrated that they are a capable, responsible firm. Therefore, it is the recommendation of the Public Works Department to award the three-year contract for bio-solids land application and landfill disposal to Dahm Enterprises in the amount bid.

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 three-year contract between the CITY OF CRYSTAL LAKE and Dahm Enterprises for bio-solids land application and landfill disposal services in the amounts bid.

DATED this 7th day of August, 2018.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: August 7, 2018
APPROVED: August 7, 2018



Agenda Item No: 19

**City Council
Agenda Supplement**

Meeting Date: August 7, 2018

Item: 2018 Sidewalk Saw Cutting Program Bid Award

Staff Recommendation: Motion to award the 2018 Sidewalk Saw Cutting Program bid to the lowest responsive and responsible bidder, Hard Rock Concrete Cutters in the bid amount of \$50,000.00, and adopt a Resolution authorizing the City Manager to execute the contract with Hard Rock Concrete Cutters, allowing for a 10 percent contingency.

Staff Contact: Abigail Wilgreen, City Engineer

Background:

On July 20, 2018, the City opened and publicly read bids received for the 2018 Sidewalk Saw Cutting Program. The City received one bid and the result is tabulated below.

<i>Firm</i>	<i>Amount of Bid</i>
Hard Rock Concrete Cutters ¹ Wheeling, IL	\$50,000.00

¹ Indicates Recommended Lowest Responsive and Responsible Bidder

Standard bid advertisement procedures were followed and the bid was sent directly to 16 contractors. The process is highly specialized, with currently only one company, Hard Rock Concrete Cutters, having the machinery to cut sidewalks. A comparison of the unit price per cut showing pricing is as follows:

<i>Item</i>	<i>2018</i>	<i>2017</i>	<i>2016</i>	<i>2015</i>
Price Per Cut	\$62.50	\$59.50	\$55.00	\$65.00

The City has used sidewalk saw cutting as a means of eliminating sidewalk trip hazards due to displacement for the last 3 years and has been extremely happy with the process and final outcome. The saw cutting process horizontally saws off trip hazards which are displaced, bringing the location in compliance with American Disabilities Act standards. The following table compares sidewalk saw cutting with traditional sidewalk removal and replacement and shows how saw cutting is favorable.

<i>Item</i>	<i>Remove and Replace</i>	<i>Saw Cutting (Machine)</i>
Quicker (Approximate Time Frame)	5-7 days (concrete to cure)	½ hour
Cost Effective (Approximate Cost to Remove One Trip Hazard)	\$200	\$55-\$65
Number of Trip Hazard Removals (assume \$52,000 budget)	260 locations	800-1000 locations
Impact to Trees	Roots need to be cleanly cut	None
Impact to Adjacent Homeowners/Businesses	Sidewalk closed for up to a week	Minimal

Not all trip hazard locations can be eliminated using sidewalk cutting, such as displacements over 2.5 inches and severe cracking or spalling; therefore, full removal and replacement is still necessary at some locations.

Hard Rock Concrete Cutters completed the program last year and City staff was extremely satisfied with their performance. This project is included in the proposed Fiscal Year 2018-2019 Budget.

Votes Required to Pass:

Simple majority

DRAFT



The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute the contract with Hard Rock Concrete Cutters, Inc., for the 2018 Sidewalk Saw Cutting Program in the amount of \$50,000.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this 7th day of August, 2018.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Mayor

SEAL

ATTEST:

City Clerk

PASSED: August 7, 2018

APPROVED: August 7, 2018



Agenda Item No: 20

City Council Agenda Supplement

Meeting Date:

August 7, 2018

Item:

2018 Thermoplastic Pavement Marking Program

Staff Recommendation:

Motion to adopt a Resolution authorizing the City's participation in the 2018 McHenry County Division of Transportation Joint Purchasing Program in the not-to-exceed expenditure of \$78,481.81 for thermoplastic pavement markings and authorizing the City Manager to execute a contract with Superior Road Striping.

Staff Contact:

Abigail Wilgreen, City Engineer

Background:

In the past several years, agencies in McHenry County have been collaborating to conduct joint bidding of services. This allows agencies to take advantage of economies of scale. In previous years, the City contracted for thermoplastic pavement marking services through the Suburban Purchasing Cooperative (SPC). This year, the McHenry County Division of Transportation conducted a joint bid for thermoplastic pavement markings.

The City compared the two programs and found that the prices for McHenry County were lower than the SPC prices by seven percent. The contractor for both programs is Superior Road Striping, which the City has used many times in the past for this service and has been extremely happy with their performance.

City staff is requesting authorization to participate in McHenry County's joint purchase and to use \$78,481.81 of Road and Vehicle License Funds for thermoplastic pavement marking services. This project is included in the Fiscal Year 2018-2019 budget.

Votes Required to Pass:

Simple majority vote

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 is hereby authorized to participate in the 2018 McHenry County Division of Transportation Pavement Marking Joint Purchasing Program.

BE IT FURTHER RESOLVED that the City Manager be authorized to execute a contract with Superior Road Striping in the not-to-exceed amount of \$78,481.81 for thermoplastic pavement marking through the 2018 McHenry County Division of Transportation Pavement Marking Joint Purchasing Program.

DATED this 7th day of August, 2018.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Mayor

SEAL

ATTEST:

City Clerk

PASSED: August 7, 2018

APPROVED: August 7, 2018



Agenda Item No: 21

**City Council
Agenda Supplement**

Meeting Date: August 7, 2018

Item: Uniform and Shop Supplies Bid

Staff Recommendation: Motion to award the bid for uniform, floor mats, and shop supplies to the lowest responsive and responsible bidder, Aramark Uniforms and adopt a Resolution authorizing the City Manager to execute a three-year contract with Aramark Uniforms in the amounts bid.

Staff Contact: Michael Magnuson, Director of Public Works

Background:

On July 19, 2018, the City of Crystal Lake publicly opened and read aloud the bids received for Public Works uniforms, floor mats, and other supplies. The bid results are summarized below:

	✓Aramark	Cintas		
Uniform Rentals				
<i>Year 1 Price Per Wearer Per Week</i>	\$5.87	\$7.72		
<i>Year 2 Price Per Wearer Per Week</i>	\$5.87	\$8.10		
<i>Year 3 Price Per Wearer Per Week</i>	\$6.06	\$8.50		
Mat & Rag Service		Cintas		
<i>Floor Mats (weekly cost)</i>	Years 1-3	Year 1	Year 2	Year 3
<i>3' x 10'</i>	\$1.49	\$2.29	\$2.40	\$2.52
<i>4' x 6'</i>	\$1.19	\$1.34	\$1.41	\$1.48
<i>3' x 4'</i>	\$0.60	\$1.55	\$1.63	\$1.71
Shop Towel	\$0.03	\$0.06	\$0.06	\$0.06
Air Fresheners (8 units)	(no charge)	\$11.00	\$11.56	\$12.12

✓Indicates the lowest responsive and responsible bidder

The prices provided will be for a three-year period. Under this three-year contract, Aramark Uniforms will rent uniforms, floor mats and provide shop supplies to the Public Works Department. Initial uniforms will be new and then cleaned weekly for 4 fleet technicians. Aramark Uniforms will clean and rotate rubber backed floor mats (Municipal Complex and Three Oaks) as well as provide shop towels (cleaned weekly) and stationary air fresheners (maintained throughout the year.)

Recommendation

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the Invitation to Bid document. It is staff's recommendation to award the contract to the lowest responsive and responsible bidder, Aramark Uniforms, for Uniforms, Floor Mats, and Other Supplies. Aramark Uniforms is the current supplier for these items.

Votes Required to Pass:

Simple majority

DRAFT



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a contract between the City of Crystal Lake and Aramark Uniforms for Uniforms, Floor Mats, and Shop Supplies for a three-year period in the amounts bid.

DATED this 7th day of August, 2018

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: August 7, 2018

APPROVED: August 7, 2018



Agenda Item No: 22

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	August 7, 2018
<u>Items:</u>	Design, Printing, Labeling and Mailing of City Newsletter
<u>Staff Recommendation:</u>	Motion to award the Design, Printing, Labeling and Mailing of the City Newsletter to the lowest responsible and responsive bidder, Hagg Press, Inc., and adopt a Resolution authorizing the City Manager to execute a five-year service agreement with Hagg Press, Inc. in the submitted bid amounts.
<u>Staff Contact:</u>	Eric Helm, Deputy City Manager Nick Hammonds, Management Analyst

Background:

As the City Council is aware, at the June 5, 2018 City Council meeting, the City Council approved a motion to rescind and cancel the previously awarded (March 20, 2018) newsletter bid. Following this action, the invitation to bid for the City newsletter printing was rebid.

On Wednesday, July 11, 2018, the City of Crystal Lake publicly opened and read aloud the bids received for a five-year contract for the design, printing, labeling and mailing of the City newsletter. A total of four vendors submitted pricing for the bid.

After reviewing the bids, City staff has confirmed Hagg Press, Inc. as the lowest responsible and responsive bidder. Hagg Press, Inc. submitted two proposals, base pricing and alternate pricing. The alternate pricing submitted by Hagg Press, Inc. was the lower of the company's two submittals. The difference between Hagg's base bid and alternate bid was the type of paper used for the newsletter program.

The Invitation to Bid specified "80 lb. Sterling Recycled Matte Text paper, or equivalent" which is the paper currently used for the newsletter printing. The alternate paper, "Anthem Plus" is also an 80 lb. paper. The difference between the two papers is that the Sterling paper is 10% recycled; whereas, the Anthem does not include recycled fiber. Staff has no objection to the paper submitted as part of the alternate bid, since it is the same quality at a lower cost.

Hagg Press, Inc. has been the City's vendor for newsletter services since 2013. Contracting with Hagg Press will allow a seamless transition as the company has knowledge and experience of the City's newsletter printing operation.

Review of Bid Submittals – Annual Total Cost:

The specifications included the design, printing, labeling and mailing of the City newsletter, including four-color ink for each newsletter. City Staff requested pricing for 12 annual issues of either an 8-page newsletter or a 12-page newsletter. This provides the City flexibility to print either length based on the amount of content for each month. The below table summarizes the bid results based on various assumptions.

The following assumptions are reflected in the *Annual Cost* depicted below:

- The pricing below is based on 12,500 households receiving the newsletter. This number was based on the July 2018 mailing list.
- The pricing below is the *annual total cost* based on the monthly mailing (12 issues) of the newsletter. Of the twelve issues produced annually, typically, 80% (10 issues) have 12 pages and 20% (2 issues) have 8 pages. The total annual cost reflects this allocation.

<u>Company</u>	<u>Year 1 Annual Cost</u>	<u>Year 2 Annual Cost</u>	<u>Year 3 Annual Cost</u>	<u>Year 4 Annual Cost</u>	<u>Year 5 Annual Cost</u>	<u>Total 5-Year Cost</u>
✓*Hagg Press Alternate Elgin, IL	\$36,000	\$37,500	\$39,000	\$40,500	\$42,000	\$195,000
Hagg Press Elgin, IL	\$45,250	\$46,750	\$48,250	\$49,750	\$51,250	\$241,250
Service Printing Huntley, IL	\$48,755	\$50,217.50	\$51,725	\$53,275	\$54,870	\$258,842.50
Copy Express Woodstock, IL	\$56,000	\$57,500	\$59,325	\$60,900	\$63,000	\$296,725
SJS Graphic Arts Sachse, TX	\$83,760	\$85,434	\$87,132	\$88,876	\$90,668	\$435,870

✓ Indicates recommended lowest responsible and responsive proposer.

* Hagg Press submitted two pricing proposals. The alternate pricing submittal includes a different type of paper.

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 ability to terminate the agreement, the pricing for the services would be set for five (5) years. The five-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 over the period of the contract. The bid tabulation is attached.

Recommendation:

City Staff has reviewed all bids received for completeness and accuracy in accordance with the Invitation to Bid document. It is staff’s recommendation to award the Design, Printing, Labeling, and Mailing of the City Newsletter to Hagg Press, Inc. based on the submitted prices for a five-year contract period.

Votes Required to Pass:

Simple majority vote of the City Council.

DRAFT

Res. 18R-



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 between the City of Crystal Lake and Hagg Press, Inc. in the submitted bid amounts.

DATED this 7th day of August, 2018

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: August 7, 2018
APPROVED: August 7, 2018



Agenda Item No: 23

**City Council
Agenda Supplement**

Meeting Date:

August 7, 2018

Items:

Printing and Delivery Services for Letterhead, Envelopes, Mailing Labels, and Business Cards

Staff Recommendation:

Motion to award Printing and Delivery Services for Letterhead, Envelopes, Mailing Labels, and Business Cards to the lowest responsible and responsive bidder, Copy Express, and adopt a Resolution authorizing the City Manager to execute a five-year service agreement with Copy Express in the amount bid.

Staff Contact:

Eric Helm, Deputy City Manager
Nick Hammonds, Management Analyst

Background:

As the Council is aware, at the June 5, 2018 City Council meeting, the Council approved a motion to rescind and cancel the bid award made on March 20, 2018 to Copy Express and reject all bids for the printing and delivery services for letterhead, envelopes, mailing labels, and business cards. Following this action, the City created another bid package specifically for the printing and delivery services for letterhead, envelopes, mailing labels and business cards.

On Wednesday, July 11, 2018, the City of Crystal Lake publicly opened and read aloud the bids received for a five-year contract for the printing and delivery services for letterhead, envelopes, mailing labels, and business cards.

After review of the bids received, it is City staff's recommendation to award the bid to Copy Express, the lowest responsible and responsive bidder. Copy Express submitted a complete bid for all services.

Review of Bid Submittals – Annual Total Cost:

The specifications include the printing and delivery of letterhead, envelopes, mailing labels and business cards. The City requested pricing for the below:

- City Letterhead (order quantities of 10,000, 15,000, or 20,000)
- Police/Fire Rescue Department Letterhead (order quantities of 2,500, 5,000 or 7,500)
- Blank Second Sheet of Letterhead Quality Paper (order quantities of 2,500, 5,000, or 7,500)
- Standard Envelopes (order quantities of 10,000, 15,000, or 20,000)
- Window Envelopes (order quantities of 10,000, 15,000, or 20,000)
- Mailing Labels (order quantities of 10,000, 15,000, or 20,000)
- Business Cards (order quantities of 500 or 1,000)
- Collated and Glued Printing (per order)

The below table summarizes the bid results based on various assumptions.

In order to compare costs between the vendors, the below table depicts the cost comparison, based on past purchases, when each item in the bid is grouped together:

- City Letterhead (order of 10,000), Police/Fire Letterhead (order of 2,500 x 2), Blank Letterhead sheet (order of 2,500), Standard Envelope (order of 15,000), Window Envelope (order of 20,000), Mailing Labels (order of 600), Business Cards (order of 500 x 24), Collated and Glued Printing (order of 500 x 22)

<u>Company</u>	<u>Year 1 Cost Comparison</u>	<u>Year 2 Cost Comparison</u>	<u>Year 3 Cost Comparison</u>	<u>Year 4 Cost Comparison</u>	<u>Year 5 Cost Comparison</u>	<u>Five-Year Total Cost Comparison</u>
✓ Copy Express Woodstock, IL	\$7,402.00	\$7,629.00	\$7,861.00	\$8,094.00	\$8,352.00	\$39,338.00
Hagg Press Elgin, IL	\$12,817.00	\$13,077.00	\$13,332.00	\$13,591.00	\$13,855.00	\$66,672.00
Service Printing Huntley, IL	\$13,786.00	\$14,205.00	\$14,627.00	\$15,056.00	\$15,508.00	\$73,182.00
SJS Graphics Sachse, TX	\$14,295.85	\$14,727.77	\$15,143.53	\$15,598.63	\$16,029.25	\$75,795.02

✓ Indicates recommended lowest responsible and responsive proposer.

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 ability to terminate the agreement, the pricing for the services would be set for five (5) years. The five-year term of the agreement allows the City to take advantage of greater economies of scale. The detailed bid tabulation is attached.

Recommendation:

City Staff 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 Printing and Delivery Services for Letterhead, Envelopes, Mailing Labels, and Business Cards to Copy Express based on the submitted prices for a five-year contract period.

Votes Required to Pass:

Simple majority vote of the City Council.

DRAFT

Res. 18R-



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 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 7th day of August, 2018

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: August 7, 2018
APPROVED: August 7, 2018



Agenda Item No: 27

City Council Agenda Supplement

Meeting Date: August 7, 2018

Item: Board and Commission Reappointments

Mayor's Recommendation: Motion to reappoint/appoint members to the Economic Development Committee.

Contact: Aaron T. Shepley, Mayor

Background:

The membership terms of Brian Fowler, Paul Leech and Gary Reece will expire on September 30th. Also, there is a vacancy due to Steve Dalzell's desire to not be reappointed last year and the Economic Development Committee is recommending that vacancy be filled by Brett Rainwater, owner of The Olive Tap.

Appointments to the Economic Development Committee are nominated and confirmed by the Mayor and City Council.

Should the Council have any questions, please contact Mayor Shepley.

Votes Required to Pass: Simple majority