



**CITY OF CRYSTAL LAKE**  
**AGENDA**  
**CITY COUNCIL**  
**REGULAR MEETING**  
City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
August 21, 2018  
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – August 7, 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**
  - a. **Fairfield Inn, 900 Cog Circle – One Year extension to Final PUD and Final Plat of Subdivision.**
10. **Immanuel Lutheran Church, 320 S. Pathway Court – Request for a Special Event and Temporary Liquor License for the Family Fall Festival event, September 21 through September 23, 2018.**
11. **Dolle Lane Honorary Street Name Designation as “William Laskey Lane”.**
12. **222 Dole Avenue – Variation Request from the Side Yard Setback Requirement to allow a Home Addition.**
13. **455 Coventry Lane – Special Use Permit to allow a Massage Establishment.**
14. **The Breakers, 7728 Route 14 - County Zoning Request for a variation from the 50% impervious surface coverage allowance to allow the existing 76% impervious surface coverage to remain.**
15. **Amendment to Vehicle Leasing and Replacement Program with Enterprise Fleet Management, Inc.**
16. **Bid Award – Polymer for Solids Handling**
17. **Rejection of all Bids for Wastewater Portable Pump**

18. **Proposal Award for various Physical Examinations, Immunizations, Substance Screening, Annual On-site Wellness Screenings and Flu Shots, and CDL Drug/Alcohol Testing to Centegra Occupational Health.**
19. **Council Inquiries and Requests.**
20. **Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining, and personnel.**
21. **Reconvene to Regular Session.**
22. **Adjourn.**

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



**Agenda Item No: 9a**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	August 21, 2018
<b><u>Item:</u></b>	Fairfield Inn Final PUD & Final Plat of Subdivision Extension
<b><u>Recommendation:</u></b>	Motion to adopt the ordinance granting a one-year extension to the Final PUD and Final Plat of Subdivision approval for the Fairfield Inn located at 900 Cog Circle.
<b><u>Contact:</u></b>	Michelle Rentzsch, Director of Community Development Kathryn Cowlin, Planner

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**Background:**

- History: The City's Unified Development Ordinance sets expiration time periods for certain approvals. A preliminary or final planned unit development approval is valid for two years, unless extended by the City Council.
- History: A 4-story, 113-room Fairfield Inn was approved in October 2005 and the PUD was amended in September 2008.
- Previous Approvals:
  - The petitioner was granted their first one-year extension to September 2011.
  - The City had approved a Comprehensive Extension for all PUD, SUP and Plat applications that extended this approval to September 2014.
  - The petitioner was granted a two-year extension to September 2016 and subsequent one-year extensions to September 2018.

**Key Factors:**

- Request: A one-year extension of the Fairfield Inn Final PUD and Final Plat of Subdivision approval to September 2, 2019.
- UDO Standard: The City Council has the authority to grant one-year extensions.

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



**Agenda Item No: 10**

**City Council  
Agenda Supplement**

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**Meeting Date:** August 21, 2018

**Item:** Immanuel Lutheran Church 2018 Family Fall Fest Special Event and issuance of Temporary Liquor License.

**City Council Discretion:** Motion to approve issuance of the Special Event and Class 16 Temporary Liquor License for the Family Fall Fest at Immanuel Lutheran Church, 300 S. Pathway Court, pursuant to the recommended conditions below and waiver of the Special Event (\$50), Temporary Liquor License (\$20) and Police Department chargeback fees (~\$3,440.32).

**Staff Contact:** Michelle Rentzsch, Director of Community Development  
Eric T. Helm, Deputy City Manager

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**Background:**

Immanuel Lutheran Church is currently planning the 2018 Family Fall Fest that would be held on September 21 through 23, 2018. This is the second year for this festival and would offer carnival rides, food vendors, and other fun events. The daily schedule of the event and the beer area is:

- Friday, September 21: 5:00 p.m. to 9:00 p.m.
- Saturday, September 22: 1:00 p.m. to 9:00 p.m.
- Sunday, September 23: 1:00 p.m. to 5:00 p.m.

As part of the planning they have requested the approval of a major special event, as well as approval for a Class "16" Temporary Liquor License.

*Liquor License*

As part of the approval for this event, the Lion's Club in conjunction with Immanuel Lutheran Church has requested the issuance of a Class "16" Temporary Liquor License in order to sell alcohol at the three-day festival.

Section 329-5-S of the City Code permits the issuance of a Class "16" Temporary Liquor License for the retail sale of beer and wine for consumption upon the premises specified in the

license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

*Special Event*

The application has been reviewed and the following conditions are recommended:

1. Comply with all City Code regulations pertaining to the request.
2. Comply with all of the Carnival License requirements.
3. All carnival operators must be in compliance with the Illinois Carnival and Amusement Rides Safety Act, which includes requirements for hiring of carnival workers, criminal background checks, substance abuse policy, operator training standards, and penalties for violations. Prior to the event, the carnival operator must provide the Crystal Lake Police Department with a list of all employees who will work on the premises of the public event, including their legal name, date of birth, home address, and social security number and proof that said employees have undergone the required background checks.
4. All patrons are required to wear a nontransferable, one use only, disposable wristband identifying them as patrons of the beer garden that is subject to the license.
5. Provide a list of members of the organization who will be selling beer and alcohol at the location pursuant to the license.
6. The area where alcohol is sold must be in a contained location.
7. Signage shall be provided indicating that alcoholic beverages may not be taken into or out of the beer garden location.
8. The applicant will provide a Proof of Insurance for Liquor sales.
9. Trash must be picked up on a continual basis.
10. There must be sufficient lighting around the portable toilet area.
11. Any lighting should be placed so as not to disturb the neighbors.
12. The event site is subject to a life safety inspection by the Community Development, Fire Rescue, and Police Departments prior to the start of the festival.
13. The Family Fall Fest is exempt from the City's Noise Ordinance (City Code Chapter 358).
14. The Police and Fire Rescue Departments must be included in any meetings regarding public safety issues.
15. Uniformed City of Crystal Lake Police Officers will be on the grounds during all hours of the festival operation in the following numbers:
16. Provide Police assistance, as detailed below:

<i>Date</i>	<i>Times</i>	<i>Police Department Detail</i>
Friday, September 21	5:00 PM to 9:00 PM	3 Officers, 1 supervisor
Saturday, September 22	1:00 PM to 5:00 PM	2 Officers
Saturday, September 22	5:00 PM to 9:00 PM	3 Officers, 1 supervisor
Sunday, September 23	1:00 PM to 5:00 PM	2 Officers

17. The tent requirements as detailed on the Tent/Canopies Requirements hand-out must be followed. The handout has been enclosed for reference.

18. Generators, if used, shall be a minimum of 20 feet from any tents/canopies and protected from the public by fencing, enclosure, or other approved means.
19. Provide male and female accessible restroom facilities.
20. Obtain any necessary approvals from the McHenry County Department of Health.
21. Promotional banners and signage are approved, as detailed in the application for this request.

*Fee Waivers*

Since this is a fundraiser for the Church, they are requesting that the Special Event application fee of \$50 and Temporary Liquor License fee (\$20) be waived. Also, the Family Fall Fest will require staffing officers and supervisors. The total man-hours would be 44 hours. The estimated cost of Police personnel for the Family Fall Fest is approximately \$3,440.32. Last year was the first year for the event and the City Council waived all of the fees (application, temporary liquor license, and Police chargeback).

The applicant has been made aware of these recommended conditions and advised to attend the August 21, 2018 City Council meeting to answer any questions.

**Votes Required to Pass:**

Simple majority vote



**Agenda Item No: 11**

**City Council  
Agenda Supplement**

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**Meeting Date:** August 21, 2018

**Item:** Honorary Street Name Request

**Staff Recommendation:** Motion to adopt a Resolution authorizing the honorary designation of Dolle Lane as William Laskey Lane.

**Staff Contact:** Eric Helm, Deputy City Manager  
Nick Hammonds, Management Analyst

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**Background:**

Recently, the City received a request for designation of an honorary street name. At the June 1, 2010 City Council meeting, the City Council discussed that rather than adopting a formal program, the Council would prefer to consider requests on a case-by-case basis. The minutes are attached for the City Council's reference.

City staff received a request from Meg and Michael Coppedge for an honorary designation of Dolle Lane as William Laskey Lane. As the Council may be aware, William Laskey served as the Crystal Lake Central High School band director from 1963 to 1980, and was a prominent figure in the City until his passing on June 8, 2018. To commemorate Mr. Laskey's commitment and service in the City, staff has prepared a resolution to designate Dolle Lane as William Laskey Lane. Meg and Michael Coppedge provided William Laskey's obituary, which is attached.

The honorary street name designation would be administered by the City Manager's Office and Public Works Department upon approval by the City Council, and the Public Works Department would prepare a supplementary street name sign to be displayed on Dolle Lane. The sign would be consistent with signs used in the past.

**Votes Required to Pass:**

Simple majority



**Agenda Item No: 12**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	August 21, 2018
<b><u>Item:</u></b>	REPORT OF THE PLANNING & ZONING COMMISSION 222 Dole Ave – Variation
<b><u>Request:</u></b>	Variation from Article 3-200 and Article 7-200(B) to allow a side yard setback of 3.7 feet, a variation of 1.2 feet for an addition.
<b><u>Petitioner:</u></b>	Dan Diamond, petitioner
<b><u>PZC Recommendation:</u></b>	To approve the PZC recommendation and adopt an ordinance granting the variation to allow a 3.7-foot side yard setback at 222 Dole Avenue.
<b><u>Staff Contact:</u></b>	Michelle Rentzsch, Director of Community Development Kathryn Cowlin, Planner

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**Background:**

- Existing Use: The subject property is single-family home on a nonconforming zoning lot.
- UDO Requirements: Nonconforming zoning lots have to provide 70% of the district standard for the setback requirements; therefore, the side-yard setback requirement is 4.9 feet for a nonconforming lot.
- The variation request is for an addition to the principal structure. The side yard for the subject property abuts the rear yard of the neighboring property.

**PZC Highlights:**

- The PZC agreed with the petitioner that the small lot size created a hardship.
- The petitioner agreed with the recommended conditions.
- The PZC stated the Findings of Fact had been met.

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

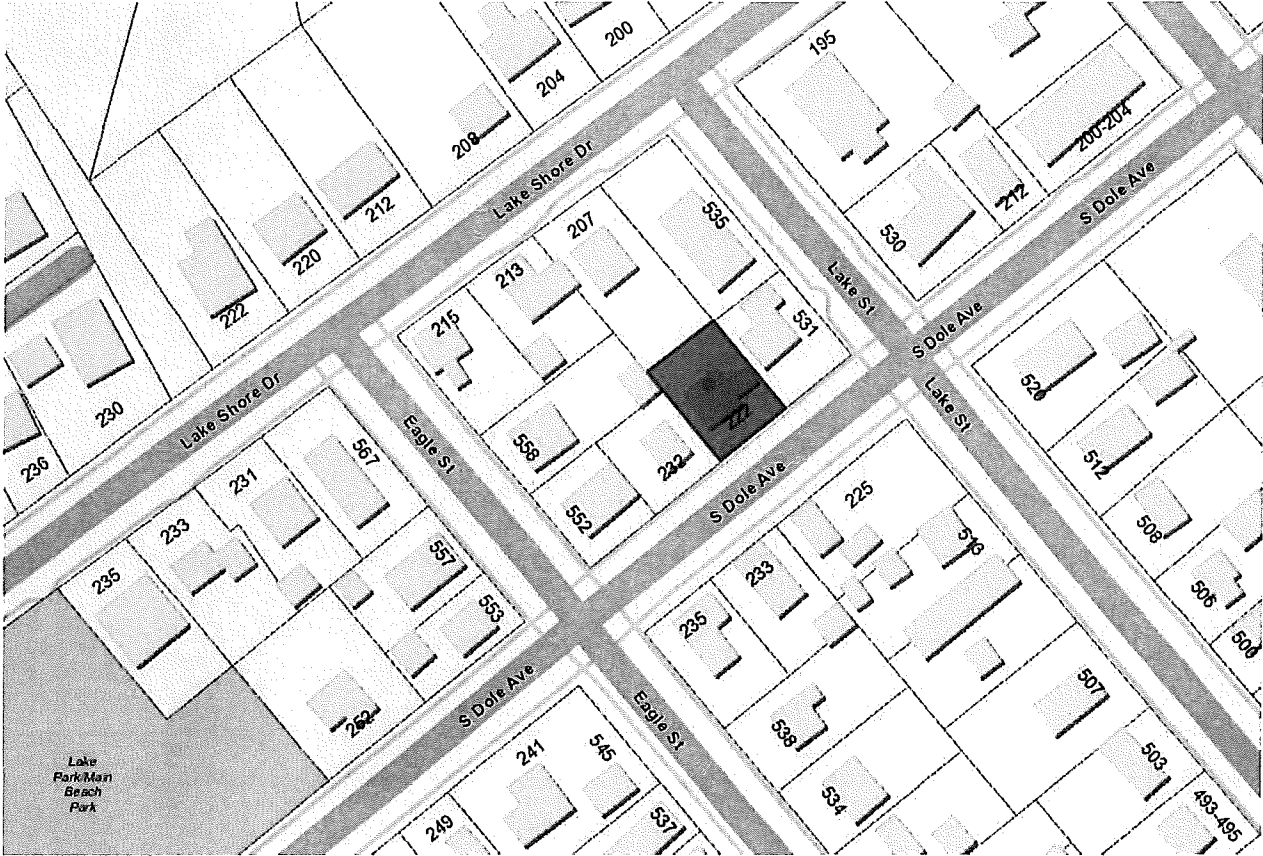
1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:



- A. Application (Diamond, dated 06/15/18, received 06/15/18)
  - B. Plat of Survey (received 06/15/18)
  - C. Addition Plan (Diamond, dated March 2018, received 06/15/18)
2. The addition increased the total impervious surface coverage to 53%, reduce the impervious surface coverage of the property to meet the 50% requirement.
  3. The addition must match the existing home in siding material and color.
  4. The petitioner shall address all of the review comments and requirements of the Community Development and Fire Rescue Departments.

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

PLN-2018-00044 DIAMOND – 222 Dole Ave





**DRAFT**

**The City of Crystal Lake Illinois**

**AN ORDINANCE GRANTING A VARIATION**  
**AT 222 DOLE AVENUE**

WHEREAS, pursuant to the terms of the Application (File #PLN-2018-44) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of a Simplified Residential Variation from Article 3-200 and Article 7-200(B) to allow a side yard setback of 3.7 feet, a variation of 1.2 feet for an addition; 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 Simplified Residential Variation; 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 Simplified Residential Variation be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2018-44, dated as of July 19, 2018; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Variation be granted as requested in said Application.

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 Variation be granted from the Crystal Lake Unified Development Ordinance from Article 3-200 and Article 7-200(B) to allow a side yard setback of 3.7 feet, a variation of 1.2 feet for an addition at the property at 222 Dole Avenue (19-06-255-008), Crystal Lake, Illinois.

SECTION II: That the Variation be granted with the following conditions:

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

- A. Application (Diamond, dated 06/15/18, received 06/15/18)
  - B. Plat of Survey (received 06/15/18)
  - C. Addition Plan (Diamond, dated March 2018, received 06/15/18)
2. The addition increased the total impervious surface coverage to 53%, reduce the impervious surface coverage of the property to meet the 50% requirement.
  3. The addition must match the existing home in siding material and color.
  4. The petitioner shall address all of the review comments and requirements of the Community Development and Fire Rescue 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 granting of a Simplified Residential Variation 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 21th day of August, 2018.

City of Crystal Lake, an  
Illinois municipal corporation

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Aaron T. Shepley, Mayor

SEAL

ATTEST:

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Nick Kachiroubas, City Clerk

Passed: August 21, 2018

Approved: August 21, 2018



**Agenda Item No: 13**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	August 21, 2018
<b><u>Item:</u></b>	REPORT OF THE PLANNING & ZONING COMMISSION Massage by Bonnie and Samantha
<b><u>Requests:</u></b>	Special Use Permit for a Massage Establishment
<b><u>Petitioner:</u></b>	Bonnie Michaels and Samantha Wever, petitioners 455 Coventry Lane
<b><u>PZC Recommendations:</u></b>	Motion to approve the Special Use Permit and adopt an Ordinance to allow a massage establishment at 455 Coventry Lane.
<b><u>Staff Contact:</u></b>	Michelle Rentzsch, Director of Community Development Elizabeth Maxwell, Senior Planner

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**Background:**

- The petitioners rent a small office space where they can see clients by appointment only.
- The space is set up with a small waiting area and a small therapy area.
- The petitioners have submitted their information for the Massage Establishment License.

**PZC Highlights:**

- The PZC was supportive of their request for a Special Use Permit and found that it met the Findings of Fact.

**PZC Vote:**

The PZC recommended **approval (6-0)** of the petitioner's request for a Final Planned Unit Development Amendment with the following conditions:

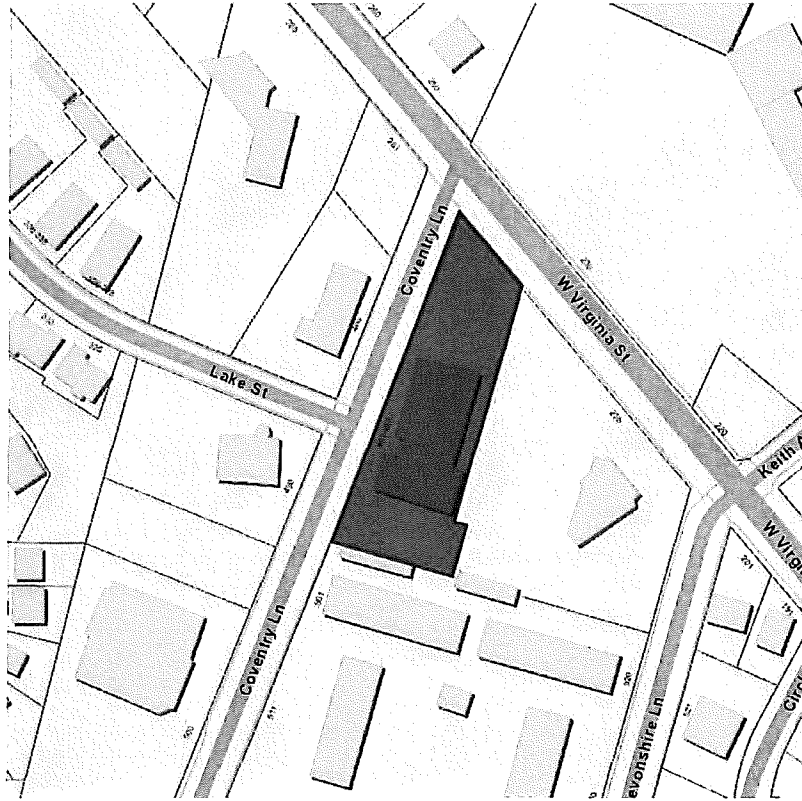
1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (Michaels, received 06/06/18)
  - B. Floor Plan (Michaels, received 06/06/18)

- C. Massage License Michaels
- D. Massage License Weaver

2. Business records, including the names of clients and the services provided, must be readily available to inspect without prior notice, provided they do not violate HIPAA laws.
3. All massage establishments subject to this section are declared to be public places, and shall not, during business hours, have the doors to the exits and entrances of such establishment locked or obstructed in any way so as to prevent free ingress and egress of persons; provided, however, that such doors may be closed.
4. Persons under 18 years of age are not permitted in a massage establishment, unless accompanied by his/her parent or legal guardian.
5. At least 75% of the window area of the massage establishment shall be visible, installed with clear, nonreflective windows. Blocking of windows with drapes, blinds or shelving is prohibited.
6. No residential use is permitted within the massage establishment at any time.
7. Alcohol is not permitted to be served in a massage establishment at any time.
8. The applicant consents to unannounced inspections by the City, its agents or employees for the purpose of determining of the provisions of this section are met.
9. A license for massage establishments is required. The petitioner must comply with the Massage Establishment License requirements.
10. Upon the petitioner's sale, transfer or relocation of this massage establishment, unless the relocation is within the same building, this special use will be considered null and void.
11. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue and Police Departments.

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

PLN-2018-00061 Massage by Bonnie & Samantha – 455 Coventry Ln Suite 110





DRAFT

**The City of Crystal Lake Illinois**

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT**  
**AT 455 COVENRY LANE SUITE 110**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2018-61) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit to allow a massage established for Massage by Bonnie and Samantha for the property located at 455 Coventry Lane Suite 110; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on July 17, 2018 in the Northwest Herald, held a public hearing at 7:30 p.m., on August 1, 2018 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit; and

WHEREAS, on August 1, 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 #PLN-2018-61, dated as of August 2, 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 massage established for Massage by Bonnie and Samantha for the property commonly known as 455 Coventry Lane Suite 110 (19-05-376-004), 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 (Michaels, received 06/06/18)
  - B. Floor Plan (Michaels, received 06/06/18)
  - C. Massage License Michaels
  - D. Massage License Wever
2. Business records, including the names of clients and the services provided, must be readily available to inspect without prior notice, provided they do not violate HIPAA laws.
3. All massage establishments subject to this section are declared to be public places, and shall not, during business hours, have the doors to the exits and entrances of such establishment locked or obstructed in any way so as to prevent free ingress and egress of persons; provided, however, that such doors may be closed.
4. Persons under 18 years of age are not permitted in a massage establishment, unless accompanied by his/her parent or legal guardian.
5. At least 75% of the window area of the massage establishment shall be visible, installed with clear, nonreflective windows. Blocking of windows with drapes, blinds or shelving is prohibited.
6. No residential use is permitted within the massage establishment at any time.
7. Alcohol is not permitted to be served in a massage establishment at any time.
8. The applicant consents to unannounced inspections by the City, its agents or employees for the purpose of determining of the provisions of this section are met.
9. A license for massage establishments is required. The petitioner must comply with the Massage Establishment License requirements.
10. Upon the petitioner's sale, transfer or relocation of this massage establishment, unless the relocation is within the same building, this special use will be considered null and void.
11. 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 21st day of August, 2018.

City of Crystal Lake, an  
Illinois municipal corporation

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Aaron T. Shepley, Mayor

SEAL

ATTEST:

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Nick Kachiroubas, City Clerk

Passed: August 21, 2018

Approved: August 21, 2018



## Agenda Item No: 14

### City Council Agenda Supplement

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**Meeting Date:**

August 21, 2018

**Item:**

COUNTY ZONING REQUEST

The Breakers - Weiseguys LLC  
7728 Route 14

**Recommendation:**

City Council's discretion.

- a) Motion to object to the proposed variation, directing staff to proceed with an objection to the County Hearing Officer.
- b) No action.

**Staff Contact:**

Michelle Rentzsch, Director of Community Development  
Kathryn Cowlin, Planner

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**Background:**

- As is customary with County Zoning requests within the City's mile and a half planning jurisdiction, the City received notice of this request.
- The property in question consists of approximately 1.19 acres and is zoned "B-2" Neighborhood Business District. The property is occupied by The Breakers restaurant.
- The property is located on the east side of Route 14, just north of the Flowerwood property. It is adjacent to the current City boundaries.

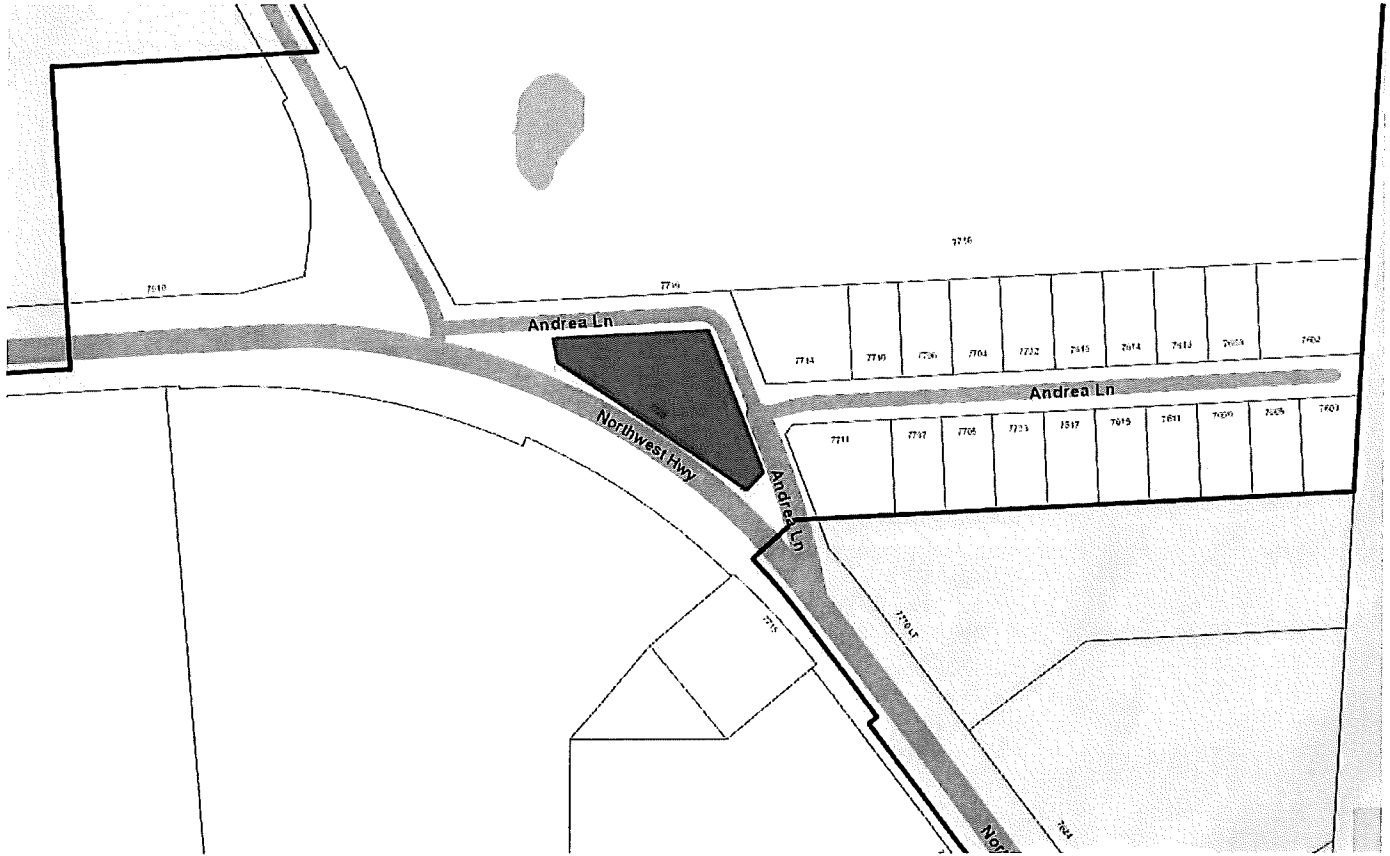
**Request:**

- The petitioners are requesting a variation from the 50% impervious surface coverage allowance to allow the existing 76% impervious surface coverage to remain.
- There is no new impervious surface proposed with the variation request. The variation is for the existing conditions, which do not meet the County's Unified Development Ordinance.
- The property is within the Crystal Lake Watershed and staff has no concerns with this request.

**Votes Required to Pass:**

A simple majority vote.

County Zoning Request – The Breakers – 7728 US Route 14





**Agenda Item No: 15**

**City Council  
Agenda Supplement**

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**Meeting Date:** August 21, 2018

**Item:** Vehicle Leasing and Replacement Program with Enterprise Fleet Management, Inc.

**Staff Recommendation:** Motion to Adopt a Resolution amending the Vehicle Leasing and Replacement Program for the 2018-2019 Fiscal Year.

**Staff Contact:** George J. Koczwarra, Director of Finance  
Michael Magnuson, Public Works Director

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**Summary:**

At the May 1, 2018 City Council meeting, the City Council approved the Vehicle Leasing and Replacement Program with Enterprise Fleet Management, Inc. for City vehicles through the Interlocal Purchasing System for a term of five years, renewable for an additional five years.

In addition, the City Council approved a specific listing of vehicles to be leased as part of the 2018-2019 Vehicle Leasing and Replacement Program. The purpose of the attached resolution is to amend the specific vehicles to be leased as part of the 2018-2019 program. The attached resolution does not change the 2018-2019 budgeted amount; instead, it changes which vehicles will be leased as part of the first year of the vehicle leasing program. Changes in the attached resolution include the elimination of some vehicles from the City's fleet, the deferment of certain vehicles until future years, as well as the advance of certain vehicles from future years to the current fiscal year.

**Votes Required to Pass:**

Simple majority



DRAFT

RESOLUTION NO. 18R-

**AMENDMENT TO THE VEHICLE LEASING AND REPLACEMENT PROGRAM  
FOR THE 2018-2019 FISCAL YEAR.**

WHEREAS, at the May 1, 2018 City Council Meeting, the City Council approved a Vehicle Leasing and Replacement Program (the "VLR Program") with Enterprise Fleet Management, Inc. for City vehicles through The Interlocal Purchasing System (TIPS) for a term of five years, with an option to renew for an additional five years; and

WHEREAS, the City Council authorized the City Manager to execute on behalf of the City a Master Equity Lease Agreement, Full Maintenance Agreement, and Maintenance Management and Fleet Rental Agreement with Enterprise Fleet Management, Inc.; and

WHEREAS, the City Council declared City vehicles to be surplus when the City Manager determined that various City-owned vehicles were no longer necessary to the City or otherwise need to be replaced for use by the City within parameters outlined in the May 1, 2018 Resolution; and

WHEREAS, at the May 1, 2018 City Council Meeting, the City Council further approved the VLR Program for the 2018-2019 Fiscal Year in an amount not to exceed \$285,706 which has been budgeted for the Vehicle Leasing and Replacement Program in the Crystal Lake 2018-2019 Fiscal Year Budget, and authorized the City Manager to take any actions necessary to facilitate the 2018-2019 Vehicle Leasing and Replacement Program; and

WHEREAS, the VLR Program approval for the 2018-2019 Fiscal Year included a specific listing of vehicles to be leased as part of the 2018-2019 VLR Program.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** hereby amends the VLR Program for the 2018-2019 Fiscal Year by changing the listing of vehicles to be leased as part of the 2018-2019 VLR program as follows:

Police

- ~~Police Vehicle #1002~~ (Deferred)
- Police Vehicle #1006
- Police Vehicle #1007
- ~~Police Vehicle #1008~~ (Deferred)
- Police Vehicle #1012
- Police Vehicle #1013

~~Police Vehicle #1015 (Reduction in Fleet)~~  
~~Police Vehicle #1016 (Reduction in Fleet)~~  
Police Vehicle #1020 (Addition)  
Police Vehicle #1027 (Addition)  
Police Vehicle #1034 (Addition)  
Police Vehicle #1037 (Addition)  
Police Vehicle #1043  
Police Vehicle #1044  
Police Vehicle #

Community Development

~~Community Development Vehicle CD #49 (Deferred)~~

Public Works

F250 Pickup Truck PW #12 Replacement  
F250 Pickup Truck PW #436 Replacement  
F350 1 ton Dump with Plow PW #412 Replacement  
F550 Pickup Truck PW #429 Replacement  
Grapple Truck PW #405 Chassis Replacement  
Dump/Plow Truck PW #408 Replacement

Fire Rescue

Fire Rescue Vehicle FD #333 Replacement  
Fire Rescue Vehicle FD #336 Replacement  
Fire Rescue Vehicle FD #337 Replacement

Water & Sewer Operations

~~Ford Explorer PW #501 Replacement (Deferred)~~  
F250 Pickup Truck PW #503 Replacement  
F250 Pickup Truck PW #539 Replacement  
F550 Service Truck with Crane PW #540 Replacement  
Ford Transit Van PW #541 Replacement  
Dump/Plow Truck PW #550 Replacement  
Ford Taurus PW #600 Replacement

Wastewater & Lift Stations Operations

Ford Taurus PW #701 Replacement

**BE IT FURTHER RESOLVED** that the City Manager is authorized to take any actions necessary to facilitate the 2018-2019 Vehicle Leasing and Replacement Program, as amended.

**DATED** at Crystal Lake, Illinois, this 21<sup>st</sup> day of August, 2018.

**APPROVED:**

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Aaron T. Shepley, Mayor

**ATTEST:**

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Nick Kachiroubas, City Clerk

PASSED: August 21, 2018

APPROVED: August 21, 2018





**Agenda Item No: 16**

**City Council  
Agenda Supplement**

**Meeting Date:** August 21, 2018

**Item:** Polymer for Solids Handling

**Staff Recommendation:** Award the bid to the lowest responsible and responsive bidder, Polydyne Inc., in the base amount for Cationic Polymer and Solenis LLC in the base amount for Anionic Polymer, and adopt a resolution authorizing the City Manager to execute a one year agreement with two-optional one year extensions with Polydyne Inc. and Solenis LLC.

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

**Background:**

On June 22, 2018, the City of Crystal Lake publicly opened and read aloud bids received for polymer for solids handling within the Wastewater Division of the Public Works Department. The following is a breakdown of bids received for cationic and anionic polymer:

	Polydyne Inc. Riceboro, GA			Solenis LLC, Wilmington, DE			Aquachem of America, Appleton, WI		
	Price Per Gallon	Quantity (Gallons)	Total Price (Price x Quantity)	Price Per Gallon	Quantity (Gallons)	Total Price (Price x Quantity)	Price Per Gallon	Quantity (Gallons)	Total Price (Price x Quantity)
<b>8/8/18 - 12/31/19</b>									
Cationic C-9530	9.5625✓	11,000	\$105,187.50	10.06	11,000	\$110,660.00	10.55	11,000	\$116,050.00
Anionic A-228	9.24	550	\$5,082.00	8.47✓	550	\$4,658.50	10.5	550	\$5,775.00
<b>TOTAL</b>			<b>\$110,269.50</b>			<b>\$115,318.50</b>			<b>\$121,825.00</b>
<b>1/1/20 - 12/31/20</b>									
Cationic C-9530	9.8175✓	11,000	107,992.50	10.36	11,000	113,960.00	10.58	11,000	116,380.00
Anionic A-228	9.504	550	5,227.20	8.72✓	550	4,796.00	10.53	550	5,791.50
<b>TOTAL</b>			<b>113,219.70</b>			<b>118,756.00</b>			<b>122,171.50</b>
<b>1/1/21 - 12/31/21</b>									
Cationic C-9530	10.0725✓	11,000	110,797.50	10.67	11,000	117,370.00	10.61	11,000	116,710.00
Anionic A-228	9.68	550	5,324.00	8.98✓	550	4,939.00	10.56	550	5,808.00
<b>TOTAL</b>			<b>116,121.50</b>			<b>122,309.00</b>			<b>122,518.00</b>

✓ Indicates recommended lowest responsible and responsive bidder.

Polymer is used for the coagulation and clumping together of solids in wastewater. It is utilized at both Wastewater Treatment Plant #2 and #3. At Wastewater Treatment Plant #2, it is injected into both the centrifuge and gravity belt, thickened to assist with sludge dewatering. At Wastewater Treatment Plant #3, it is injected into the secondary clarifiers to assist with solids settling.

Both products have been tested and approved to ensure they meet the Department's needs.

**Recommendation:**

The Public Works Department has reviewed all bids received for completeness and accuracy. For the past several years, the Public Works Department has utilized Polydyne, Inc., and is satisfied with this manufacturer's product. It is staff's recommendation to award the contract to the lowest responsible and responsive bidder, Polydyne, Inc. The contract dates are as follows:

Base Year: August 8, 2018-December 31, 2019  
Optional Year 2: January 1, 2020-December 31, 2020  
Optional Year 3: January 1, 2021-December 21, 2021

**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 contracts between the CITY OF CRYSTAL LAKE and Polydyne Inc. and Solenis LLC. for cationic and anionic polymers respectively. Said contracts shall be for a one year base contract with two optional, one-year extensions in the amounts bid.

DATED this 21<sup>st</sup> day of August, 2018

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation,

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

SEAL

ATTEST

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

PASSED: August 21, 2018

APPROVED: August 21, 2018



**Agenda Item No: 17**

**City Council  
Agenda Supplement**

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**Meeting Date:** August 21, 2018

**Item:** Wastewater Portable Pump Bid

**Staff Recommendation:** Reject all bids from the July 17, 2018 bid opening for a wastewater portable pump.

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

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**Background:**

On July 17, 2018, the City of Crystal Lake publicly opened and read aloud bids received for a Wastewater Division portable pump. This pump would replace one of the existing Wastewater Division's pumps used for lift station bypass pumping during high flow events and other dewatering operations.

The following is a breakdown of the bids:

	<b>Primax USA, Inc.</b>	<b>Xylem</b>
Total	\$33,750.00	\$37,897.00

**Recommendation:**

The FY19 Budget amount for this item is \$32,000. Since both bids exceed the Budget, staff recommends rejection of the bids. Staff will re-evaluate this item and the bid specifications during the upcoming Budget process.

**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 Council rejects all bids received from the July 17, 2018 Wastewater Portable Pump bid opening.

DATED this 21<sup>st</sup> day of August, 2018.

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation,

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

SEAL

ATTEST

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

PASSED: August 21, 2018

APPROVED: August 21, 2018



**Agenda Item No: 18**

**City Council  
Agenda Supplement**

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**Meeting Date:** August 21, 2018

**Item:** Various Physical Examinations, Immunizations, Substance Screening, Annual On-site Wellness Screenings and Flu Shots, and CDL Drug/Alcohol Testing

**Staff Recommendation:** Motion to award the proposal for Various Physical Examinations, Immunizations, Substance Screening, Annual On-site Wellness Screenings and Flu Shots, and CDL Drug/Alcohol Testing to the lowest responsive, responsible proposer, Centegra Occupational Health, and to adopt a resolution authorizing the City Manager to execute a two-year agreement (with an option for a third year) for Various Physical Examinations, Immunizations, Substance Screening, Annual On-site Wellness and Flu Shots, and CDL Drug/Alcohol Testing to Centegra Occupational Health.

**Staff Contact:** Julie Meyer, Director of Human Resources

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**Background:**

The City of Crystal Lake conducts Pre-Employment and annual Fire Rescue Department physical examinations for approximately 100 to 150 prospective full-time, part-time and seasonal employees and approximately 75 Fire Rescue Department personnel each year. Immunizations, Respirator Fit Testing, Audiograms, and CDL Drug and Alcohol Testing for Safety Sensitive positions affect over 75 Public Works and Police employees each year. Annual on-site Wellness screenings and flu shots (program based on voluntary participation) involves about 100 employees each year.

On July 19, 2018, a Request for Proposals for Physical Examinations, Immunizations, Substance Screening, Annual On-site Wellness and Flu Shots, and CDL Drug and Alcohol Testing services was placed on Bid Sync, and a legal notice was published in the *Northwest Herald*. Bids were received and opened on the deadline of August 10, 2018. Two (2) proposals were received in total and staff reviewed the two (2) proposals for completeness and accuracy in accordance with the request for proposal document, firm organizational capacity, references, firm experience and cost.

The RFP required that providers bid on the following test components: annual fire exam for those over 40 (with Prostate Specific Antigen-PSA for males), annual fire exam for those under 40, fire hazardous materials exam, fire pre-employment exam, police pre-employment exam, general (non-sworn) pre-employment exam, Hepatitis series, audiograms, respirator tests and Commercial Driver's License random testing (as required by the Department of Transportation), Substance Screening test, and Wellness Screenings including a Health Risk Assessment, flu shots, Thyroid, PSA, C-Reactive Protein, and Vitamin D tests. Alternate wellness screenings services were also requested. The specific tests for each of these exams are detailed on the attached sheets. The response totals are below:

**COST OF INDIVIDUAL TESTS**

<u>TYPE OF EXAM</u>	<u>Advocate</u>	<u>Centegra</u> ✓
Fire Exam 40 plus	\$1,027.00	\$720.00*
Fire Exam under 40	\$731.00	\$475.00*
Fire Haz Mat	\$466.00	\$300.00
Fire Pre-employment	\$1,024.00	\$736.00
Police Pre-employment	\$389.00	\$243.00
Non-Sworn Pre-employment	\$338.00	\$187.00
Hepatitis Series	\$285.00	\$192.00
Audiograms	\$48.00	\$32.00
Respirator Test	\$85.00	\$40.00
PW Spirometry Exam	\$52.00	\$45.00
CDL/Randoms	\$98.00	\$85.00
CDL/ Randoms Consortium Fee	\$250.00	\$35.00
Substance Screen (10 panel) & Blood Alcohol Testing	\$92.00	\$45.00**
Wellness HRA / CBC Standard Panel	\$66.00	\$135.00
Wellness Setup Fee	\$4,500.00	N/A
Flu Shots	\$37.00	\$30.00
Thyroid	\$11.00	\$40.00
PSA	\$11.50	\$40.00
C-Reactive Protein	\$9.00	\$40.00
Vitamin D	\$32.50	\$60.00
Annual Wellness Aggregate Data Report	\$1,500.00	\$0.00
Testing Location	Lake Zurich	On site/CL

\*Includes Physician Verification Form cost.

\*\*Provided after RFP deadline

**COST COMPARISON (based on 2017/18 actual number of specific exams)**

<b><u>TYPE &amp; NUMBER OF EXAMS</u></b>	<b><u>Advocate</u></b>	<b><u>Centegra</u></b> ✓
Fire Exam 40 plus (23)	\$23,621.00	\$16,560.00
Fire Exam under 40 (41)	\$29,971.00	\$19,475.00
Fire Haz Mat (0)	\$0.00	\$0.00
Fire Pre-employment (2)	\$2,048.00	\$1,472.00
Police Pre-employment (5)	\$1,945.00	\$1,215.00
Non-Sworn Pre-employment (185)	\$62,530.00	\$34,595.00
Hepatitis Series (18)	\$5,130.00	\$3,456.00
Audiograms (77)	\$3,696.00	\$2,464.00
Respirator Test (11)	\$935.00	\$440.00
PW Spirometry Exam (28)	\$1,456.00	\$1,260.00
CDL/Randoms (29)	\$2,842.00	\$2,465.00
CDL/Randoms Consortium Fee (1)	\$250.00	\$35.00
Substance Screen (22)	\$2,024.00	\$990.00
Wellness HRA (Including One Time Setup Fee) (86)	\$10,176.00	\$11,610.00
Flu Shots (122)	\$4,514.00	\$3,660.00
Thyroid (108)	\$1,188.00	\$4,320.00
PSA (55)	\$632.50	\$2,200.00
C-Reactive Protein (104)	\$936.00	\$4,160.00
Vitamin D (111)	\$3,607.50	\$6,660.00
Annual Aggregate Data Report (1)	\$1,500.00	Included in Total
<b>Total</b>	<b>\$159,002.00</b>	<b>\$117,037.00</b>

✓ Indicates lowest responsible and responsive proposer.

There is no guarantee from one year to the next that the same number of examinations will be completed. Regular scheduling of exams may be altered or the need for pre-employment type physicals may decrease over the time period of the contract award. To determine a benchmark in which to compare costs and in using examination numbers from Fiscal Year 2017 to do so, the responders' totals above provide a clear picture of the costs that might be expected in the coming year.

**Recommendation:**

Based on the submitted proposal information, fees, organizational capacity and references, it is recommended that the City award the two-year contract (with an option for a third year) to Centegra Occupational Health for Various Physical Examinations, Immunizations, Substance Screening, Annual On-site Wellness Screenings and Flu Shots, and CDL Drug/Alcohol Testing. Centegra Occupational Health has extensive experience in providing similar services for municipalities in Illinois, and the City of Crystal Lake currently utilizes Centegra for these services.

**Votes Required to Pass:** Simple Majority.





DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and is hereby authorized and directed to execute a two-year agreement, with an option for a third year, with Centegra Occupational Health, for Various Physical Examinations, Immunizations, Substance Screening, Annual On-site Wellness Screenings and Flu Shots, and CDL Drug/Alcohol Testing in the submitted proposal amounts.

DATED this 21<sup>st</sup> day of August, 2018.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

PASSES: August 21, 2018  
APPROVED: August 21, 2018